DOCUMENT RESUME

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IDENTIFIERS	*Library Procedures

ABSTRACT

The "Documents on Documents Collection" consists of documents produced by a variety of organizations in the course of administering state document depository programs. This collection, which contains 166 documents gathered between 1980 and 1983, originated as a resource for administrators of such depository programs and for those establishing or amending such programs. It is intended to provide a broad understanding of the components and procedures required to sustain an efficient state depository. The collection is arranged by state and is subdivided by broad categories: (1) bibliographies of bibliographies and reference tools; (2) letters of transmittal and commentaries; (3) depository contracts; (4) forms and form letters; (5) labels; (6) legislation and legal materials; (7) mailing lists, lists of depository libraries, and lists of advisory councils; (8) manuals; (9) procedural guidelines; (10) promotional materials; (11) selection lists and basic or core lists; (12) shipping lists; and (13) studies, surveys, workshops, and miscellaneous. Thirty-one states and the Virgin Islands are represented. This collection is being maintained on a current basis (i.e., 1983 and forward). The introductory material describes how to obtain the "current" Documents on Documents Collection. (Author/THC)

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THE DOCUMENTS ON DOCUMENTS COLLECTION

1980-1983

STATE AND LOCAL DOCUMENTS TASK FORCE
GOVERNMENT DOCUMENTS ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

IR051352

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AK

B. Letters and commentaries

5/11/80

AK:B1

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPARTMENT OF EDUCATION

Richard Engen, Director
DIVISION OF STATE LIBRARIES AND MUSEUMS

ALASKA STATE LIBRARY
POUCH G – JUNEAU 99811

May 5, 1980

Dear Alaska Depository Librarian,

1. I would like to thank everyone who attended the depository librarians' meeting during the 1980 AkLA conference. Discussed were depository publications cataloging information, the depository poster, reducing the retention requirements (to alleviate the space burden suffered by our smaller depository libraries), making special - 1st Class - mailings to depository libraries of items advertized by agency public information officers and the State Publications Distribution Center's desire to be informed by member libraries of any titles over six months old which it has not listed and/or distributed.

2. Concerning the reduction of retention requirements, I had hoped to have a policy and procedure by now which would have eased the depository collection space and staff-time shortages suffered by most of our smaller Alaska depository libraries. However, the more that policy and procedure alternatives were discussed by the State Library's professional staff, the less self-evident was any solution. To be reconciled are: the desire of Alaska citizens for timely and Alaska-related information which State publications often contain, the desire of many State agencies to circulate Alaska public information and publications as widely as possible, the concern of many depository librarians about shelf-space shortage and bibliographic access, and the desire of the State Publications Distribution Center to ensure a reliable State publication request referral system and to ensure a complete bibliographic coverage of and an easy access to Alaska State publications.

   Some alternatives discussed were: a small "core list" of essential State publications titles to be maintained permanently, title-by-title permanent/temporary/unspecified retention designations, selections of depository materials by agency categories (which has not worked well in the past) and other alternatives.

   What we most missed in the discussion was input from our Alaska depository libraries who are most impacted by the currently high retention standards and any policy/procedure changes. So, I ask you all to send me your opinions and suggestions on the matter.

   Most helpful would be your opinion of which publications you find to be most useful and/or requested. How long do various types of publications remain useful? What categories of publications are least useful?

3. Attached is my recent memo to State agency public information officers. I hope the SPDC will be able to create a mechanism to dispatch publicized State publications to depositories for immediate use.

4. What would you think of the idea of the State Library sending public service radio spots to your local radio station(s) to advertize State publications and your library's depository status? Following is a suggested 30 sec transcript for a

-more-radio spot:

"Did you know that your library, the _________Library, is a depository for Alaska State publications? These materials are a gold mine of public information, analysis and planning specifically focussed on Alaska and Alaskans. There are innumerable State-funded and-published reports and studies on issues such as disposal of State lands, fisheries and wildlife management, education and applications for State grants, to name only a few.

Alaska State publications: information about Alaska - information for you."

How does this sound to you? Would you prefer that the tape be sent to you, rather than directly to your local radio station(s)? Any input from you about this would be appreciated.

Respectfully,

Lou

Louis R. Coatney
Documents Librarian
Alaska State Library
(907) 465-2942

LRC/ps

Attachment.

MEMORANDUM **State of Alaska**

TO: Public Information Officers
of all Alaska State agencies &
departments.

DATE: 17 April 1980

FILE NO:

TELEPHONE NO: 465 - 2942

LRC

FROM: Louis R. Coatney, Docs Lbrn
Alaska State Library

SUBJECT: Immediate distribution of high-interest Alaskan publications.

As you may know, the State Publications Distribution Center distributes Alaska State publications to depository libraries throughout Alaska and the Lower 48 for permanent retention and for permanent availability to Alaskans. On occasion, a State agency will publicize the availability of a particular title which may be in the process of distribution to depository libraries.

On occasion, depository libraries receive requests for publications which are published and publicized by State agencies and which are only in the month-long process of distribution to depository libraries. If you would send me a special notice about any of your agency's newly released publications you will be publicizing, we can send a special first-class mailing of the item to depository libraries to be sure of having it on hand for requesting Alaskans.

On the back of this page, please note a brief description of the State publications depository program and a brief listing of depository libraries.

GENERAL INFORMATION CONCERNING THE ALASKA STATE PUBLICATIONS DISTRIBUTION CENTER

The Alaska State Publications Distribution Center has member depository libraries within Alaska and in selected regions throughout the United States and Canada. Depository libraries receive copies of Alaska State publications which are then made available to individuals or to other libraries on an interlibrary loan basis.

City and borough publications are received in very limited quantities and are available for loan through the Alaska State Library.

Member depository libraries at present are:

Alaska Historical Library, Juneau

Alaska Natural Resources Library, Anchorage

Alaska State Library, Juneau

Center for Research Libraries, Chicago

University of Alaska Library, Anchorage

Noel Wien Memorial Library, Fairbanks

A. Holmes Johnson Public Library, Kodiak

Kegoayah Kozga Public Library, Nome

Kenai Community Library

Ketchikan Public Library

Kuskokwim Consortium Library, Bethel

Library of Congress, Washington, D.C.

Z.J. Loussac Public Library, Anchorage

National Library of Canada, Ottawa

Rasmuson Library, University of Alaska, Fairbanks

Seattle Public Library

Sheldon Jackson College Library, Sitka

University of Alaska, Juneau, Library

University of Washington Library, Seattle

Washington State Library, Olympia

Individuals or libraries interested in borrowing Alaska State publications should contact their nearest depository library. Additional inquiries or any difficulty in obtaining publications should be referred to the Alaska State Publications Distribution Center, Alaska State Library, Pouch G, Juneau, Alaska 99811.

ALASKA STATE AGENCIES ARE ENCOURAGED TO REFER ANY PUBLICATION REQUESTS THEY ARE NOT ABLE TO FILL TO:

Alaska State Library
Pouch G
Juneau, Alaska 99811

ATTN: Documents Librarian
(907) 465-2942
(Interagency Mail #0571)

AZ

J. Promotional materials

M. Studies, surveys and workshops

ARIZONA
STATE
UNIVERSITY
LIBRARIES
GOVERNMENT
DOCUMENTS
SERVICE
9

LOCATION AND HOURS

The Government Documents Department of the ASU Libraries is located on level four of Hayden Library.

Hours of Service are:

Mon.-Thurs.	**8:00 a.m.-10:00 p.m.**
Fri.	**8:00 a.m.-5:00 p.m.**
Sat.	**9:00 a.m.-5:00 p.m.**
Sun.	**12:00 a.m.-8:00 p.m.**

Hours during holidays and between semesters are subject to change and will be posted.

The department is staffed by a reference librarian to help with the use of the materials during all hours of service.

COLLECTION

With rare exceptions, government documents are not listed in the card or COM catalogs or the Public Serials List of the University Libraries. Access to the collection is through the following indexes.

- **Monthly Catalog of the United States Government Publications**
- **UNDEX** (United Nations Documents Index)
- **Arizona Governmental Publications KWOC Index**
- **Congressional Information Service Index** (Indexes hearings, reports and documents of the U.S. Congress)
- **American Statistics Index** (Includes census material and other documents of a statistical nature produced by the federal government).

Indexes covering specific subject areas and agencies are also available.

Consult with the reference librarian for help or questions concerning these indexes.

LOAN POLICY

Except for material designated "non circulating," government documents can be checked out. The loan period for most circulating material is two weeks for undergraduates, 30 days for graduate students and 150 days for faculty. Documents are checked out through the Circulation Department on Level 2.

COLLECTION DESCRIPTION

Federal Documents: Hayden Library is a depository for U.S. Government documents. The Government Printing Office, the most prolific publisher in the world, provides over half of the federal publications received in the department. The collection contains a wide variety of materials ranging from subjects as diverse as "barn building" to "detente". A time span of almost two centuries (1789-present) of federal documents is represented in the collection. Holdings for the Bureau of the Census publications include population and housing statistics as well as current economic census material for Phoenix. Also available are Congressional documents from 1789 to the present.

Federal documents are shelved by the Superintendent of Documents (SuDocs) call number. The basis of the system is classification by the government agency responsible for the publication. Department and agencies have assigned alphabetical symbols such as "A" for Agriculture Department and "EP" for Environmental Protection Agency. Browsing is sometimes difficult with this system since documents are not necessarily arranged by subject.

United Nations Documents: The United Nations Documents Collection includes publications of the official bodies of the U.N.: i.e., the General Assembly, Secretariat, Economic and Social Council, Trusteeship Council, etc., back to 1946. Not included are publications of the independent agencies. Affiliated agencies are found in the card or COM catalogs and shelved in the regular stacks.

United Nations Documents include reports of activities, proceedings of meetings, and reports of special research. The statistical sources are of special value to the researcher since they are world wide in scope.

●

Arizona Government Documents: Arizona Documents include state, regional, county and municipal government publications as well as documents produced for an Arizona state or local agency, board, commission or department. Included are intergovernmental organization publications such as councils of governments, and regional soil conservation districts. Indian Reservation publications and environmental impact statements dealing with Arizona are also part of this important collection.

•

The Arizona Governmental Publications KWOC Index is a computer produced, key word out of context subject guide to Arizona state and local documents.

•

State Documents (other than Arizona): The State Documents Collection contains publications from 49 states, and is limited to numbered series in three main categories — agriculture, geology and mining, and engineering. State publications that do not fall within the narrow definition of the Collection can be found in the card catalog and are shelved in the stacks.

SPECIAL FEATURES

As part of the teaching service of the University Libraries, documents librarians provide group orientations or lectures on particuar topics.

Staff:

- **Rebecca Burke**, Local Arizona Documents Specialist
- **Susan Coffeen**
- **Sophia Fedoruk**
- **Mary Holguin**
- **Donna Larson**, Department Head
- **Greta Marlatt**
- **Alice McGarvey**, U.N. Documents Specialist
- **Marcia Meister**, Arizona State Documents specialist

•

For information or reference help call or write:

Government Documents
Arizona State University Libraries
Tempe, Arizona 85287
(602) 965-3387

ARIZONA
GOVERNMENT PUBLICATIONS

ARIZONA
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GREAT SEAL OF THE NAVAJO TRIBE
CITY OF
PHOENI
ARIZONA
MARICOPA COUNTY
1871
ARIZO
GREAT SEAL OF THE STATE OF ARIZONA
DITAT DEUS
1912

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LOCATION AND HOURS

The Arizona Governmental Publications Collection is part of the Government Documents Department in Hayden Library.

Hours of Service:

Mon.-Thurs.	8:00 a.m. - 10:00 p.m.
Fri.	8:00 a.m. - 5:00 p.m.
Sat.	9:00 a.m. - 5:00 p.m.
Sun.	12:00 a.m. - 8:00 p.m.

Hours during holidays and between semesters are subject to change and will be posted.

The department is staffed by a reference librarian during all hours of service to help with the use of the materials.

COLLECTION DESCRIPTION

Arizona State Documents: Arizona State Documents are publications produced by or under the direction of Arizona state agencies, boards, commissions or departments and reports made to these bodies. Selected publications from the three state universities are collected when they deal with subjects related to the economic, political and social analysis of Arizona.

Publications are collected which have potential application to the research needs of the academic community. Typical documents include annual reports, statistical compilations, planning and research publications, the **Arizona Revised Statutes**, and the **Official Compilation of Administrative Rules and Regulations of State Agencies**. Of particular value to the researcher are state statistics on population, health, agriculture, labor force and education, and statewide plans for transportation, health and water. Publications include those from agencies such as the Agricultural Experiment Station, the Arizona State Museum and the Bureau of Geology and Mineral Technology (formerly the Bureau of Mines).

Arizona Local Documents: Local documents include county and municipal documents, publications from Indian reservations and selected federal agencies. Also included are publications from associations of governments, e.g., Maricopa Association of Governments.

Principal documents collected from municipalities are annual reports, budgets, financial reports, planning reports and codes. Representative information may include demographic, economic, financial, and social statistics, personnel information, water quality and land use data, plans for future growth, and codes on such topics as zoning, construction, health, public safety, and licensing. Significant reports on such topics as crime, environment, energy, health, parks and recreation, and transportation are also included.

Federal agency publications are limited to those by Arizona offices or regional offices whose jurisdiction includes Arizona, e.g., Phoenix Area Office, U.S. Bureau of Indian Affairs. Environmental impact statements affecting Arizona are also included in the collection.

ORGANIZATION OF THE COLLECTION

State and local documents are not listed in the catalogs or the Public Serials List of the University Libraries. Access to the collection is through the **Arizona Governmental Publications KWOC Index**. The **KWOC Index** is a computer-produced key-word-out-of-context subject guide to Arizona state and local documents. Produced by the Government Documents Department, the KWOC indexes each document by key words in the title. Subject headings are added if the title does not describe the content of the document. Hyphens are used to keep certain words together, as in "Maricopa-County" and "Orme-Dam". The call number of the document is given following the title and date of publication.

Document call numbers represent the agency publishing the work, not subject content. All publications of an agency are found together on the shelves. State documents call numbers denote departments, as in "EPD" for Economic Planning and Development and "GV" for Governor. Environmental impact statements are shelved under "EIS". Local documents call numbers represent political divisions: "XC" for counties, "XG" for associations of governments, "XR" for Indian Reservations, and "XU" for cities. The next letters in the call number sequence are derived from the name of the division, as in "XCMA" for Maricopa County and "XRN" for Navajo Reservation. Documents by local offices of federal agencies are found under "Y" call numbers.

All Arizona state and local government agencies and their call number designations can be found in the front of the **KWOC Index**, enabling the user to locate documents of specific agencies in the stacks.

Arizona State Documents held by the Arizona Department of Library, Archives and Public Records are also included in the **KWOC Index**. Therefore, some documents listed in the **Index** will not be found in Hayden Library. The Department of Library, Archives and Public Records is located in the Arizona State Capitol Building in Phoenix. It is open to the public and many documents are available through interlibrary loan.

LOAN POLICY

Many government documents can be checked out. Circulating documents are subject to all provisions of the University Libraries' Loan Policy (copies available on request), and should be checked out through Circulation Service on level 2.

SPECIAL FEATURES

As part of the teaching service of the University Libraries, documents librarians provide group orientations or lectures on particular topics.

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United Nations Documents Specialist

Marcia Meister,
Arizona State Documents Librarian

**For Information
or reference help:
Government Documents
Arizona State University Library
Tempe, Arizona 85287
(602) 965-3387**

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ASU
LIBRARIES

arizona documents

A GUIDE TO LIBRARY RESOURCES

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ARIZONA STATE UNIVERSITY

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ARIZONA GOVERNMENT DOCUMENTS

An Annotated Guide to the Collection

Compiled by

Marcia Meister
State of Arizona Documents

and

Rebecca Burke
Arizona Local Documents

1982

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INTRODUCTION

Arizona documents are part of the Government Documents collection in Hayden Library. The Arizona government documents collection includes state, county, regional, municipal and federal government publications. The legislative, financial, administrative, research and planning documents produced by or for state and local agencies are excellent sources of regional information.

Arizona documents will not be found in the card or Com catalogs or be listed in the Public Serials List. The index and finding aid to the Arizona documents is the Arizona Governmental Publications KWOC Index, a computer-generated index compiled by the Documents Department in Hayden Library. The KWOC Index lists each Arizona document under keywords in the document's title as well as added descriptive terms.

Arizona documents, like federal documents, are classified and shelved together by a code scheme indicating the issuing agency rather than the subject. Consult the introduction to the KWOC Index for a list of agencies from which documents are collected and their corresponding agency classification numbers.

Arizona documents that circulate may be checked out through the circulation desk on level 2.

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STATE OF ARIZONA GOVERNMENT DOCUMENTS

Arizona State government documents are publications of Arizona official state agencies. Included are annual reports, statistical reports, planning documents, directories, publications of Arizona universities dealing with governmental subjects, and research publications of Arizona agencies. All state documents can be found indexed by title or keyword in the Arizona Governmental Publications KWOC Index.

The KWOC Index also lists many of the Arizona state documents held by the Arizona Department of Library, Archives and Public Records in the State Capitol. These holdings, indicated in the index with the symbol"s", are often available on interlibrary loan or they may be used in that library.

The following Arizona State Documents are examples of the types of documents received from the State agencies. For additional titles, consult the KWOC Index.

STATISTICAL PUBLICATIONS

General

HA 245 A75 Doc. Serv.	Arizona Statistical Review. Annual. Statistics collected by state and federal government agencies are compiled in this publication by Valley National Bank.
HA 245 A76x Doc. Serv.	Arizona Statistical Abstract: a 1979 Data Handbook. Irregularly published. Comprehensive statistical abstract for the state.

Statistical Documents from State Agencies

EDD 1.1 YR	Annual Report, Superintendent of Public Instruction, Statistical Section.
CLR 1.7 S71/YR	Arizona Agricultural Statistics, Crop and Livestock Reporting Service. Annual.
COR 4.7 S71/YR	Arizona Correctional Statistics, Department of Corrections. Annual.
HES 19.7 V47/YR	Arizona Vital and Health Statistics, Department of Health Services. Annual.
PS 7.7 U54/YR	Crime in Arizona, Department of Public Safety. Annual.

ESD 1.7 P55/YR	Population Estimates of Arizona, Department of Economic Security. Annual.

LAWS AND LEGISLATION

SS 1.5 S71	Arizona Revised Statutes Annotated. State-level counterpart of the U.S. Code, with all current laws of the state of Arizona arranged by title, numbers. A subject index is used to identify title numbers, and annual pocket part supplements keep the statutes current.
LG 1.3 J58/#/H58	Journal of the House.
LG 1.3 J58/#/S35	Journal of the Senate. The daily journal of the legislature is received in bound form after the close of each legislative session. Journals include legislative histories of bills.
LG 1.5 L18	Session Laws, State of Arizona. Annual. Annual compilation of laws passed during each Legislative session.
SS 1.6 R85	Official Compilation of Administrative Rules and Regulations. Administrative rules and regulations of the State agencies. Updated by the monthly Administrative Digest.
LG 5.8 B45	Arizona Legislative Bill-Drafting Manual. An explanation of a bill and instructions for drafting bills, resolutions and memorials to be submitted to the Legislature.
uncat.	Arizona Legislative Review. Weekly. Newsletter covering the state legislature and state government. State appointed officials are periodically listed and charts providing bill status are printed during the legislative session. The newsletter is privately published.

STATE GOVERNMENT

ASU 11.3 B41/1	Annotated Bibliography of Arizona Politics and Government. 1976. (compiled by Ross Rice).

JK 8230 A77x Doc. Serv.	*Arizona Yearbook*. Biennial. A privately published guide to the government of Arizona. It contains information on state agencies and officials, the legislature and various facts about the State.
EPD 15.2 S71	*State Government Socio-Economic Data Handbook*. 1981. A guide to the data-collecting and publishing activity of state agencies.

STATE FINANCES

Budget Documents

GV 1.3 B83	*Executive Budget*. Annual. The Governor's recommended fiscal year funding of state agencies.
LG 4.3 B82	*Annual Budget; Legislative Staff Analysis and Recommendations*. Recommendations and analysis of state funding by the Legislative Budget Analyst.
LG 4.3 A66	*Appropriations Report*. Annual. Annual appropriations as approved by the legislature including some important details used in developing the final operating budget for each agency or program.

Program and Financial Reports

ADM 3.3 P65	*Program Information: State of Arizona*. Annual. An overview of the programs and agencies in state government.
ADM 3.3 G61	*Federal Programs: State of Arizona*. Annual. Federal revenue expenditures for state agencies and programs.
ADM 3.1 F45	*Annual Financial Report*. Financial transactions and balances from general and other state funds for each fiscal year.

REV 1.1
YR
Annual Report, Department of Revenue.

The report includes descriptions of the Department's functions and programs in addition to statistics on the various tax revenues collected by the State.

BUSINESS AND ECONOMICS

EPD 14.3
E25
Arizona: an Economic Profile. Annual.

Information on the economic resources of Arizona, written especially for business and industry seeking to locate in the State.

GV 1.3
E25
Economic Report of the Governor. Annual.

This report describes the State's economy and projects future economic trends. Statistical data and a bibliography are included.

ASU 8.3
E25
Arizona Economic Outlook. Annual.

Short term economic forecasts by the ASU Bureau of Business and Economic Research.

ASU 8.3
A64
Arizona Business. Monthly.

Feature articles are found in each issue in addition to statistical tables. Quarterly consumer price index figures are given for the Phoenix area.

ESD 1.3
E25
Economic Indicators of Arizona. Quarterly.

A summary and graphic presentation of Arizona's main economic indicators.

EPD 9.8
T61
Arizona, USA International Trade Directory.

The directory lists Arizona businesses involved in trade with foreign countries. Products traded are listed by Standard Industrial Classification and geographic location. Included are business consultants and foreign consular officers in Arizona.

LABOR

ESD 3.7
A33A64
Affirmative Action Planning Information. Annual.

Statistical data is compiled on population giving race and sex breakdowns by occupation.

ESD 3.3
P51
Annual Planning Information.

Population, labor force, target groups, public assistance, poverty and occupational statistics are provided annually.

ADM 5.3
S15/2
Joint Governmental Salary Survey. Annual.

An annual survey of salaries and benefits of various occupations compiled from reports of many governmental and industrial survey respondents in Arizona.

ESD 3.2
J51/3
Job Hunter's Guide to Arizona. 1980.

A guide to finding a job and working in Arizona. This is directed to the newcomer to the state but includes labor organizations, occupational licensing requirements, school districts in addition to other general information.

ESD 3.3
L11
Arizona Labor Market Newsletter. Monthly.

Summary of labor and economic conditions in Arizona.

TRANSPORTATION

TRT 1.2
A64
Arizona State Airport System Plan. 1978.

TRT 5.2
H45
Arizona State Highway System Plan. 1978.

TRT 1.2
R14/2
Arizona State Rail Plan. 1978. (Updates, Annual TRT 5.3:R14)

TRT 5.2
D32
Decisions for Future Transportation Systems and Services in Arizona: A Statewide Transportation Systems Plan. 1979.

The above documents are the three preliminary components of a statewide plan and the resulting document is the State's first comprehensive transportation plan. Major issues and recommendations are addressed in the plan from a broad perspective integrating the various systems.

TRT 11.3
A22
Arizona Traffic Accident Summary. Annual.

Statistical summary of traffic accidents including fatalities, injuries, geographic locations, pedestrian and motorcycle accidents.

TRT 5.8
P82
Public Transportation in Arizona, a Directory of Services. 1979.

Directory includes bus, taxi and specialized transit services.

TRT 1.3
F48

Five Year Highway Construction and Airport Development Program. Annual.

The annual construction program adopted by Department of Transportation Board.

NATURAL RESOURCES

GV 10.8
D63

Directory of Arizona Environmental and Conservation Organizations. Annual.

A directory of associations, businesses, civic groups, governmental agencies, and non-profit organizations involved in environmental or conservation activities.

HES 28.2
W17/F

Arizona Water Quality Management Plan. 1979.

Statewide plan for water quality assessment and management as required by the Federal Water Pollution Control Act Amendments of 1972.

HES 34.2
A64/F

Arizona Solid Waste Management Plan. 1981.

Arizona's plan to improve solid waste management. The plan was written in compliance with the Federal Resource Conservation and Recovery Act of 1976.

WCO 1.2
P51
(parts
1-3)

Arizona State Water Plan. 1975-1977.

Part I: Inventory of Resources and Uses.
Part II: Alternative Futures.
Part III: Water Conservation.

Detailed plan for the State's water resources.

MR 1.3
D46

Directory of Active Mines in Arizona. Annual.

This directory lists the mines and sand and gravel producers in the State.

CLI 1.2
S24/2

Climate of Arizona: Prospects for the Future. 1978.

Summarizes the current knowledge about the future climate of Arizona.

MN 1.3
B85/173

Bibliography of the Geology and Mineral Resources of Arizona, 1848-1964.

MN 1.3
B85/190

Bibliography of the Geology and Mineral Resources of Arizona, 1965-1970.

Bibliographies list State documents as well as journal articles and various other publications on Arizona geology.

ENERGY

SEC 1.2 P51	*Solar Energy Plan*. 1981. Long and short range goals and program plans for the development of solar energy.
SEC 1.8 S55	*Arizona Solar Industries Guide*. Annual. The guide lists solar energy related services and information.

EDUCATION

EDD 1.8 D46	*Arizona Educational Directory*. Annual. Names, addresses, school board members and administrative personnel are listed for each public and private school in Arizona.
PSE 1.8 E28	*Directory of Postsecondary Educational Institutions in Arizona*. Annual. The directory presents information on courses, tuition, degree programs, and financial aid offered at each postsecondary institution in Arizona. Vocational training courses are included.

HEALTH

HES 29.2 H31	*Arizona State Health Plan, 1979-1983*. (3 volumes)
HES 29.3 H31	*Arizona State Health Plan, Updates*. Annual. The plan and its updates provide information and analysis of the population's health status, and health service needs and establishes 5-year goals and objectives for the health system.
HES 19.8 I53	*Information Guide, Arizona Department of Health Services*. Irregularly updated. A guide to the resources and functions of the Department with information on the data collected by units within the Department.

LOCAL DOCUMENTS OF THE STATE OF ARIZONA

Arizona local documents include publications of municipalities, counties, associations of governments, and Indian reservations. Documents prepared by the regional office of a federal agency and environmental impact statements concerning this region are also part of the collection.

Documents in the collection include annual reports, financial reports and budgets, planning reports, and municipal codes. Local documents may contain demographic, economic, financial, and social statistics, water quality and land use data, growth projections and plans, and significant reports on topics of governmental interest, e.g., crime, health, energy, environment, transportation.

Arizona local documents are indexed in the Arizona Governmental Publications KWOC Index. The following publications are representative of the type of information available in the collection.

CITIES

Chandler

XUCH 3.3 B32/YR	Financial Plan. Annual. Annual budget includes summaries of revenue and expenditures, departmental operating budgets, data on personnel and salaries, growth statistics, tax rate comparisons, and comparative maps on annexation progress.
XUCH 3.3 D17	Data Report, City of Chandler. The monthly statistical reports of city departments give data on all city services, e.g., fire and police calls, building permits, airfield activity, library circulation.

Flagstaff

XUFS 10.1 YR	Annual Report, Flagstaff Police Department. Statistics include a Class I, II, & III Crime Index for 2 years, arrest classification, monetary analysis, assaults on officers, and a breakdown of the crime growth rate.

Glendale

XUGD 1.2 G35	General Plan for Glendale, Arizona, 1975-2000. The Plan is designed to minimize the impact of urbanization on the environment and is outlined in three phases. Statistics cover population, income distribution, employment, transportation, land use, housing, and projections.

Mesa

XUME 6.1
YR

Annual Report, Mesa Community Development Department.

The summary includes statistics and narrative on Mesa's Planning Program, Community Development Block Grant, building, population growth, annexation. An expanded Demographics section includes monthly seasonal comparisons of population.

Phoenix

XUPH 6.8
C55

The Comprehensive Plan, 1990, Phoenix, Arizona. 1969.

As the first step in the Comprehensive Planning Program, the Plan covers land use requirements and locations, transportation needs, population, and growth factors and trends. Statistics include employment, income, retail sales, zoning acreage, land use.

XUPH 30.2
T43

Then and Now, Transportation 1960-1980.

In analyzing the 1960 Transportation Plan, the report features 1960 projections on population, employment, and traffic compared to the actual 1980 figures. The accomplishments of the Plan are summarized and recommendations for future transportation activites are included.

XUPH 34.1
YR

Comprehensive Annual Report of the City of Phoenix Employees' Retirement Plan.

Statistics of the program include revenues and expenditures, retirants and beneficiaries comparative tables, members by sex, age, and years of service.

HC 108
.P5515
Set 5
Ref Table

Inside Phoenix. **Annual.**

Results of a biannual random sample survey covering 3,300 households in Maricopa County include statistics on population, income, employment, finance, newcomers, housing, retail sales, and tourism. Compiled by Phoenix Newspapers, Inc.

Prescott

XUPR 1.2
P51/980.

Comprehensive Plan, Prescott, Arizona. 1980.

The Plan studies land use, transportation, and community facilities giving retrospective and current figures plus projections. It includes a brief history and description of the area.

Scottsdale

XUSC 6.2
S25

Scottsdale 2000, Directions for Tomorrow. 1981.

This projection from the Scottsdale Town Enrichment Program Committee proposes city responses to issues in 12 areas including city buildings, cultural affairs, economic affairs, housing, transportation, water, and population.

Tempe

XUTE 1.2
R38

Analysis of Municipal Revenues and Costs for Major Categories of Land Use. 1977.

The report details the effect of proposed private developments on city revenues and expenditures. Statistics cover city services and taxati[illegible]n relation to specific land uses.

XUTE 5.2
R45P45

Tempe Rio Salado Pilot Project.

Outlines six possible locations for development which are part of Tempe's in-depth study of the Rio Salado.

XUTE 5.7
S71/YR

Statistical Report.

The annual compilation contains historical and current statistics on population, land use, housing, commercial and industrial activity, and government and community facilities. Land use is given extensive treatment.

Tucson

XUTU 7.2
C62

Old Pueblo South Plan. 1978.

The *Plan* presents Tucson's policies and strategies for revitalizing and developing the OPS area. Maps and photographs highlight historic structures.

XUTU 7.2
P49F45

The Comprehensive Plan, Findings and Policies, A Physical Development Guide for Tucson and Eastern Pima County. 1979.

The *Findings* section, reprinted from the 1977 plan, gives technical data and historical information on Tucson's heritage, vegetation and wildlife, land resources, water, air, energy, finance and capital facilities, population, transportation, and land use. The *Policies* section offers the general framework for implementing Tucson's General Plan.

HC
108
.T8T9x
Set 2
Ref Table

Tucson Trends.

A biennial statistical guide to Tucson's economy, *Trends* gathers information by survey covering population, housing, retail activity, recreation, transportation, and a variety of other demographics. Compiled by Tucson Newspapers, Inc.

COUNTIES

Navajo County

XCNA 4.3
E25/980

Navajo County Overall Economic Development Plan. 1980.

Discusses the area and its economy, giving population and employment figures with projections. A summary of each city's economic development projects is given including descriptions and analyses of future projects.

Maricopa County

XCMA 6.7
P56

Population Growth in Maricopa County. 1981.

Statistics on population growth include incorporated areas. Graphs detail population, land area, and housing unit growth for each municipality.

XCMA 13.2
F64C13

Flood Plain Information Study for Maricopa County, Arizona. Vol. II, Cave Creek Report. 1964.

Series of reports focuses on individual county locales presenting information to be used in planning the use and regulation of flood-plain areas.

Yavapai County

XCYA 2.1
YR

Annual Report of the . . . Board of Supervisors and Adopted Budget.

In addition to statements of detailed expenditures, the report gives budget breakdowns, county salaries, tax rates, and school district budget summaries.

ASSOCIATIONS OF GOVERNMENTS

Central Arizona Association of Governments

XGC 1.2
S55

Comprehensive Solid Waste Management Plan. 1979.

The Plan surveys current solid waste practices in Pinal and Gila Counties, delineates specific problems and objectives, and makes recommendations to prevent water degradation and protect public health.

Maricopa Association of Governments

XGM 1.2
B17

Groundwater Quality in the Major Basins of Maricopa County. 1979.

208 Water Quality Management Program report gives background information for assessment of non-point sources of pollution in the county. Chemical analyses of major basins are included.

XGM 1.2
Q81/F

208 Water Quality Management Program, Final Plan. 1979.

Prepared in response to P.L. 92-500, this report is the result of two years' planning in water resource management. Periodically updated, the document includes point and non-point source plans, implementation plans and environmental assessments for the area.

XGM 2.2
T61/2

Travel Speed Study, Phoenix Metropolitan Area, 1957-1979. 1980.

This analysis of travel times and speed provides indicators of the quality of service of the metropolitan street system and can be useful in identifying problem traffic areas, potential labor pools, marketing areas, or residential sites.

Pima Association of Governments

XGP 1.2
T32

Tucson Region Bikeways Plan. 1975.

The plan includes a summary of PAG's bicycle study, the bikeways plan and design criteria, proposed safety and education programs, and Tucson bicycle rules and regulations.

INDIAN RESERVATIONS

Apache Indian Reservation

XRFA 3.2
E28

Apache Comprehensive Educational Plan, White Mountain Apache Tribe. 1978.

The Plan includes a brief history of the tribe, current developments, and general statistics. A description and evaluation of the Ft. Apache Reservation education system is supplemented by a listing of federal grants and foundation aids available.

Hopi Indian Reservation

XRHO 1.3
N38/v/#

Hopi Tribal News.

Biweekly newsletter contains political, social, economic, and educational news of the tribe.

Navajo Indian Reservation

XRNH 1.2
B43

Land and Religion at Big Mountain; The Effects of the Navajo-Hopi Land Dispute on Navajo Well-Being. 1981.

This report to Congress presents the Navajo request for Big Mountain to be designated a sacred area, undisturbed by relocation activities, mining, etc. Data were gathered by interviews conducted in the community.

XRN 2.5
C52

Navajo Tribal Code. 1978.

Contains the general and permanent provisions of the resolutions of the Navajo Tribal Council. This edition also features annotations to opinions of the Court of Appeals of the Navajo Nation and a digest of pertinent Indian cases.

XRN 19.2
H31/2

Health Problems of the Navajo Area and Suggested Interventions. 1980.

This report analyzes fertility, morbidity, mortality, and other demographic data for the Navajo Nation and includes comparisons with other Native American groups and the total U.S population.

FEDERAL AGENCIES

National Park Service

YNP 6.2
C55/#

Colorado River Research Program Final Report. 1974-1977.

A research program studying visitor-use of the river from Lee's Ferry to Grand Wash Cliffs and gathering data for an effective Canyon management program resulted in a series of reports. Representative topics include area resources, river-running, camping, hiking, and wildlife.

Navajo and Hopi Indian Relocation Commission

YRNH 1.2
R36

Report and Plan. 1981.

This detailed report includes the text of P.L. 93-531 and P.L. 96-305 dealing with relocation, Navajo and Hopi comments and recommendations, commission plans for relocation covering site identification, housing, new lands, and community services. An additional section includes a roster of potential relocatees by tribal chapter, appraisal and property acquisition, and population characteristics.

YRNH 1.3
U62/date

Program Update and Report.

A monthly release which summarizes relocation activities, e.g., economic and job development, land selection and acquisitions, relocation program statistical summary.

ENVIRONMENTAL IMPACT STATEMENTS

EIS 979
C55/F

Proposed Colorado River Management Plan, Grand Canyon National Park, Arizona. 1979.

This 1979 plan involved eliminating motorized craft, increasing non-commercial and winter use of the river, and establishing resource protection.

EIS 979
D33/F

Palo Verde-Devers 500KV Transmission Line. 1979.

The EIS includes description of the environment (Buckeye, AZ to Palm Springs, CA), impact of the construction on climate, air quality and noise, topography, vegetation, wildlife, etc., mitigating measures by agencies, and unavoidable adverse impacts.

EIS 980
W45/Dec

Wilderness Review Arizona. Intensive Inventory of Public Lands Administered by Bureau of Land Management. 1980.

Contains descriptions of wilderness study areas and includes BLM proposals and decisions for each area.

AR

F. Legislation and legal materials

1/5/81 AR:F

ACT 489

AN ACT to Provide for the Creation and Establishment Within the Department of Education of the Arkansas State Library, and for the Appointment of a State Librarian; to Create a State Library Board; for Transfer to the State Library and the State Library Board All the Powers, Functions, and Duties of the Arkansas Library Commission; and for Other Purposes.

Be It Enacted by the General Assembly of the State of Arkansas:

SECTION 1. There is hereby created and established within the Department of Education a division to be known as the Arkansas State Library, which shall function within the Department of Education in the same manner as provided by agencies transferred to the principal department of government being a 'type one transfer' under the provisions of Section 1 of Act 38 of 1971, and which shall be adequately funded and properly housed in a designated building at the seat of State Government. The Arkansas State Library shall be headed by a State Librarian, to be appointed by the State Library Board, and shall serve for such time and for such terms as the State Library Board may prescribe. The State Librarian shall be a person of good professional standing and reputation, holding at least a Master's Degree from an American Library Association accredited graduate school of Library Science, and shall have had experience in library administration in academic, public, school, and/or special libraries. The State Librarian shall serve as executive secretary of the State Library Board, but without a vote thereon, and shall attend all of the Board meetings and keep records thereof. The State Librarian shall have charge of the work of the State Library, and shall perform such other duties as the State Library Board may prescribe. On the effective date of this Act, the Executive Secretary and Librarian of the Arkansas Library Commission shall become the State Librarian.

(b) The members of the Board shall be appointed by the Governor for reason of their interest in libraries and statewide library development.

(c) The Arkansas Library Commission is hereby abolished, and not less than four (4) of the members serving on the Library Commission on the effective date of this Act shall be appointed by the Governor to serve on the Board first appointed under the provisions of this Act. The Governor shall designate the term that each of the seven original members of the Board shall serve s that there will be staggered terms of one, two, three, four, five, six, and seven years, and so that the term of one of the members of such Board shall expire each year. After the selection of the initial Board and the designation of their respective terms by the Governor, all successor members appointed to the Board shall serve terms of seven years and until their successors are appointed and qualified, provided, that vacancies occurring on the Board due to death, resignation, or other reason shall be filled by appointment of the Governor for the remainder of the unexpired portion of the term in the same manner as for the initial appointment.

(d) Members of the Board shall receive per diem at the rate of Forty-five Dollars ($45.00) per day in attending Board meetings or in performing other services required of members in their official capacity as a member of said Board, and in addition thereto, shall be entitled to mileage at the rate provided by law for official travel of State employees for each mile in traveling from their place of residence to meetings of the

Board and return, or in attending to other authorized business of the Board.

SECTION 3. The Board shall meet at such place or places and shall keep such records as it may deem to be appropriate. The Board shall select annually a Chairman and such other officers as it deems necessary, and shall adopt policies and bylaws governing its meetings, the conduct of its business, and the business of the State Library. A majority of its members shall constitute a quorum for the transaction of business, and all business transacted by the Board shall be by majority vote of its members.

SECTION 4. The State Library shall, within the limitations of facilities and funds provided therefor:

(1) acquire by purchase, exchange, gift, grant, or donation, books and other library materials, and catalog and maintain the same and make the same available for reference and research use of the public, the public officials and employees of this State and its political subdivisions under such rules and regulations established by the Board as may be reasonably necessary to govern the use and preservation thereof;

(2) establish and maintain a collection of books and library materials of and pertaining to Arkansas, its people, resources and history, and maintain the same as a separate section within the State Library;

(3) assist communities, libraries, schools, colleges, universities, study and civic clubs and groups, charitable and penal institutions, State agencies and departments, county and municipal governments, and any other institutions, agencies and individuals with books, information, library materials and services as needed;

(4) direct the establishment and development of county and regional library systems and programs, devise and implement a certification plan for public librarians, and assist in the design and building of public library facilities;

(5) conduct courses of library instruction, hold library institutes in various parts of the State and encourage the recruitment and training of library personnel in any suitable manner;

(6) cooperate with the Department of Education and the Department of Higher Education in devising plans for the development of libraries, in aiding librarians in their administration, in certification policies, and in formulating rules and regulations for their use;

(7) receive gifts of library materials, money and property, both real and personal, to be held in trust, subject to the terms of donation for purposes of this Act;

(8) shall be the official State Library agency designated to adminster State and federal programs of aid to libraries and undertake such other activities and services as will further statewide development of libraries and library systems through interlibrary, interagency, and interstate cooperation to secure efficient, effective library service for all Arkansans;

(9) cooperate with the various officers, departments, and agencies of State government in pooling and sharing library materials and programs to the end that duplication of such services and facilities shall be minimized and maximum utilization may be made of the library services and resources of this State; in furtherance of which the State Library may enter into

contracts or agreements with State officers, departments, and agencies for the providing of special library services where needed, and under the terms of such contract or agreement may provide for the method of financing special costs incurred by the State Library in furnishing and maintaining such special library services;

(10) operate and maintain a collection of multimedia materials to complement book collections, and establish reasonable rules and regulations for the use and preservation thereof;

(11) provide specialized services to the blind and physically handicapped under a cooperative plan with the Library of Congress, National Library Service for the blind and physically handicapped; and

(12) perform all other functions and services that are common to the purposes and objectives of a State Library.

SECTION 5. The State Library, acting through the Board, is hereby authorized to enter into necessary agreements with the Arkansas History Commission with respect to an overall plan and design to assure that the functions and materials of the State Library and the History Commission may be convenient to the public and public officials of this State, and to its political subdivisions, and that unnecessary duplication of services and facilities be minimized. In addition, the State Library is authorized to enter into contracts and agreements with the Secretary of State for the custody, storage, cataloging, or display of any books, records, documents, or other papers in the custody of the Secretary of State, in the State Library or State Archives, under such terms and conditions as may be mutually agreed to by the parties, and to accept custody and control over any books, records, and documents which the Secretary of State is now required by law to keep or maintain in his official files or volumes, if the Secretary of State shall: (1) determine that such records could be properly cataloged, stored, and preserved in the State Library or State Archives, and (2) the Governor agrees in writing for the transfer of the books, records, and documents from the office of the Secretary of State to the State Library or State Archives, in accordance with the terms of the agreement made in writing signed by the Secretary of State and the State Librarian or the State Historian for the custody, cataloging, preservation, and care of such records.

SECTION 6. The State Library shall cooperate with the public and private libraries in the State of Arkansas, and may enter into necessary agreements with libraries in other states and the Library of Congress for the sharing of library books, documents, facilities or services under such terms and conditions as the State Library Board shall determine to be within the scope and services of the State Library and in keeping with the State's library programs.

The State Library shall obtain reports from all libraries and each year report the condition, growth, development, and manner of development of such libraries and such other facts and statistics as may be of public interest, and shall include a summary thereof in its biennial report, which shall be filed with the Governor and the presiding officer of each house of the General Assembly.

SECTION 7. All library materials, furniture, equipment, supplies, materials, books, records, and other property, both real and personal, of the Arkansas Library Commission are hereby transferred to the State Library, to be preserved and used in the State Library in such manner as the Board may determine to be in the best interest of the State Library. All powers and duties heretofore vested by law in the Arkansas Library Commission, not otherwise specifically repealed by this Act or inconsistent with the provisions of this Act are hereby transferred and shall hereafter be performed by the State Library, acting under the direction and policies of the Board.

SECTION 8. (a) The Arkansas State Library shall serve as the State's regional depository library for federal documents and shall become the official depository for State and local documents. The Arkansas State Library shall create and maintain a State and Local Government Publications Clearinghouse. All State agencies, including the General Assembly and its committees, constitutional officers, and any department, division, bureau, board, commission, or agency of the State of Arkansas, and all local governments, including cities of the first and second class and incorporated towns, and counties, and all boards, commissions or agencies thereof, shall furnish to the State Library, upon release, a specified number of copies of each of its State or local publications, to enable the State Publications Clearinghouse to meet the needs of the Depository Library System and to provide library loan services to those libraries without depository status. Such distribution will be required only if sufficient funds are appropriated for the printing of these materials by the agencies, boards, and commissions, and for the distribution thereof by the Arkansas State Library to depository libraries.

For the purposes of this Act, the expression "State publication" and/or "local publication" shall include any document issued or printed by any State agency or local government which may be released for such distribution, but does not include:

(i.) The bound volumes of the printed Acts of each of the sessions of the General Assembly of the State of Arkansas;

(ii.) the bound volumes of the Arkansas Supreme Court Reports;

(iii.) printed copies of the Arkansas Statutes, 1947, annotated, or pocket part supplements thereto;

(vi.) any other printed document which may be obtained from the office of the Secretary of State upon the payment of a charge of fee therefor;

(v.) correspondence and intraoffice or interoffice or agency communication or document which are not of vital interest to the public;

(vi.) publications of State or local agencies intended or designed to be of limited distribution to meet the requirements of educational, cultural, scientific, professional, or similar use of a limited or restricted purpose, and which are not designed for general distribution; and similarly, other publications or printed documents which are prepared to meet the limited distribution requirements of a governmental grant or use, which are not intended for genejal distribution, shall also be deemed exempt from the provisions of this Act unless funds have been provided for printing of a quantity of suc[illegible]lication sufficient for distribution, provided, that a depository copy of each such document noted in subsections (i.), (ii.), (iii.), and (vi.) shall be made available to the State Library.

(b) The State Library shall make rules and regulations as may be necessary to carry out the purposes of the State Publications Clearinghouse.

(c) The Arkansas State Library may enter into depository agreements with any city, county, district, regional, town, school, college, or university library in this State. The State Library shall establish standards for eligibility as a depository library under this Section. Such standards may include and take into account:

(i.) the type of library;

(ii.) its ability to preserve such publications and to make them available for public use; and

(iii.) its geographical location, in order to assure that the publications are conveniently accessible to residents in all areas of the State.

(d) Each State and local agency printing or duplicating publications of the type which are to be made available to the State Publications Clearinghouse shall, if sufficient funds are available therfor, print or duplicate fifty (50) additional copies or such lesser number as may be requested by the State Library, for deposit with the State Publications Clearinghouse of the State Library for distribution to established depository libraries or interstate library exchange. Provided, however, that if a State agency or a local governmental agency does not have sufficient funds or resources available to furnish said fifty copies to the State Publications Clearinghouse of the State Library, they shall notify the State Library and deliver to the State Publications Clearinghouse three (3) copies of each publication to be maintained in the State Library, to be indexed and made available on loan to participating libraries through the interlibrary loan services of the State Library.

(e) The State Publications Clearinghouse of the State Library shall publish, at least quarterly and more frequently if funds are available, and upon request, distribute to all State agencies and contracting depository libraries a list of State publications.

(f) Nothing in this Act shall be construed to repeal, amend, modify, or affect the status of the General Library of the University of Arkansas at Fayetteville as a depository of State, city, and county documents under the provisions of Act 170 of 1947, nor shall this Act repeal, amend, modify, or affect the powers of the General Library of the University of Arkansas at Fayetteville, or the library of each of the State supported institutions of higher learning to be a selective or partial depository of State, city, and county documents under the provisions of Act 163 of 1971. Provided, however, that the State Library is hereby authorized to enter into contracts or agreements with the General Library of the University of Arkansas at Fayetteville and the library of each of the State supported institutions of higher learning in this State to provide through the State Publications Clearinghouse any of the clearinghouse, exchange, depository or selective or partial depository duties or functions of any of said libraries, or to provide depository library services in behalf of any of said libraries that may be mutually agreed to by the State Library and the General Library of the University of Arkansas at Fayetteville or one of the several institutions of higher learning of this State.

All powers, functions, and duties to be performed by the Secretary of State under the provisions of Act 163 of 1971 are hereby transferred to, and shall hereafter be performed by, the Arkansas State Library.

SECTION 9. Act 139 of 1935 and all laws or parts of laws specifically amendatory thereto, the same being Sections 6-301 through 6-309 of the Arkansas Statutes, are hereby repealed. All powers, functions, and duties of the Arkansas Library Commission with respect to the Interstate Library Compact as provided in Act 419 of 1967, and all contracts and agreements entered into by the State Library Commission under the provisions of the Interstate Library Compact, shall hereafter be performed by the State Library and the Arkansas State Library Board.

SECTION 10. The State Library Board created in Section 5 of Act 244 of 1927, as amended (Arkansas Statutes Section 17-1005), is hereby abolished, and all functions and duties vested in said State Library Board are hereby vested in, and shall hereafter be performed by, the State Library Board created in this Act. Nothing in this Act shall repeal, alter, or change the duties and responsibilities of the Secretary of State to maintain a library of official books, records, and documents under the provisions of Chapter 144 of the Revised Statutes of Arkansas (Arkansas Statutes Sections 5-301 through 5-311), and other laws of this State which impose specific duties upon the Secretary of State. Provided, however, that the library maintained by the Secretary of State under the provisions of said Chapter 144 of the Revised Statutes of Arkansas shall hereafter be designated as the "Library of the Secretary of State," and the Secretary of State shall be librarian thereof. Nothing in this Act shall repeal, alter or change the powers, duties and responsibilities of the Arkansas History Commission as defined by law.

SECTION 11. All laws and parts of laws in conflict with this Act are hereby repealed.

SECTION 12. This Act shall be effective on and after July 1, 1979.

APPROVED: March 21, 1979.

CA

B. Letters and commentaries

M. Studies, surveys and workshops

CA:B3

CALIFORNIA STATE LIBRARY
LIBRARY–COURTS BUILDING • P. O. BOX 2037 • SACRAMENTO, CALIF. 95809
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TWX 910—367-3553

11 December 1979

Mrs. Grace Moore
Recorder of Documents
Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70821

Dear Mrs. Moore:

Please excuse my long delay in writing to you about our checklist automation project. It has taken time to sift through the documentation we have accumulated in order to reconstruct events. Also, since I did not work directly on the project, it was necessary to consult with those who did in order to take advantage of their recollections.

From the start, it was our intent to produce a checklist containing catalog records compatible with the Anglo-American Cataloging Rules although prepared according to the limited standards of our checklists issued since 1969. We also wanted to contribute to an on-line data base in order to provide subscribing libraries with immediate support for both cataloging and reference activities and to provide us with the ability to get finished, pre-sorted catalog cards for our own files.

At the outset of the project we felt the need to verify the desire of libraries for full cataloging data, so we distributed a questionnaire to all depository libraries a copy of which is attached. Although the results were inconclusive, there was no evidence that we ought to abandon AACR level cataloging. We also asked a couple of general questions relating to difficulties in using the checklist and in obtaining documents listed. Not all of the answers were directly applicable to the automation project, but complaints that the checklist was not sufficiently prompt and that publications were therefore too frequently unavailable when requested convinced us that a more timely checklist was needed. A production speed-up was certainly one improvement we expected from automation.

Because the Department of Finance must review and approve automation projects requiring substantial funding, we anticipated the need for a cost analysis. As an initial step we prepared two flow charts, one showing the full manual production procedure from initial searching and cataloging through final printing and the other, the flow of work under an automated system. These charts gave us our first clear picture of the complexity of the manual system compared to an automated one. As it turned out, our project's estimated costs were beneath the Department of Finance minimum for full review and a more formal feasibility study was unnecessary.

We chose the BALLOTS (RLIN) system for our data base because of its user access features, particularly subject and corporate name search capabilities. The next step was to prepare the profiles which would determine card format, treatment of added entry access points, and card sorting. BALLOTS, however, could not produce printed output. It was necessary, therefore, to transfer data created via BALLOTS to some other system capable of generating formatted paper copy. One possibility was to deliver a BALLOTS-generated tape to a commercial book catalog vendor or to the Office of State Printing for reformatting and photocomposed output. The difficulty lay in that an interface between the BALLOTS tape and the printing system would have to be devised. Additional analysis showed that Stanford University's own SPIRES system could be quickly and easily interfaced with BALLOTS to do the necessary reformatting and printing. The SPIRES print-out, after editing by our staff, could be delivered to the State Printer for duplication and mailing.

With the choice of SPIRES as a printing system, it became the focus of our development work. It was necessary to specify to a not primarily bibliographic system exactly which data elements in the BALLOTS record to pick up, how they should be displayed and sorted, which elements should be passed to the index, and what its format should be. It was necessary to devise a record dating system such that a record corrected in BALLOTS would not be printed in a later issue of the checklist but would appear corrected in the annual cumulation. While most of the preparation (card profiles, etc.) leading to our hook-up with BALLOTS was fairly standard being pretty much what any library joining the system would do, SPIRES development was all new and required close work between SPIRES staff and our own. The SPIRES programmer who has worked on our project from the beginning and who continues to monitor, incorporate changes, and debug is Lynn MacRae. I suggest you write to him if you are interested in the technical contributions SPIRES has made. He may be reached at RLIN, Encina Commons, Stanford University, Stanford 94305.

Although we went into production late in 1977, we are still debugging two years later. The conversion program for reformatting a record once it's into SPIRES has never worked entirely reliably and Lynn has had to work constantly to perfect it. Then in May 1978 we signed an agreement with BALLOTS (now RLIN) to enter records in full AACR/LC format. This move required substantial expansion of our cataloging to include data elements we had previously ignored. For example we had not planned on entry under personal name or title, and we had chosen to ignore the non-printing fields as well as many indicators and sub-field delimiters. We omitted place of publication and we did not use formal series notes. SPIRES, geared to our simplified records, had to make major modifications in its conversion program.

Arrangements for delivery of the SPIRES print-out master to the State Library while effective are "temporary." Because our project is still in a developmental stage, Lynn can personally deliver the print-outs to a Stanford mail station maintained by the Department of Education. A commercial courier service provides overnight delivery to Education's headquarters in Sacramento and we walk two blocks to pick them up. The system is reliable and involves no cost to us, but sooner or later we will move into a full production mode and Lynn's services will no longer be available. We have not yet devised the delivery system to be put into effect at that time.

Contractual complications also have been frustrating at times. At first we had two agreements: a cooperative cataloging agreement with RLIN and a SPIRES contract covering user services (program development and computer time), file storage, and printed list production. While there have been no serious legal difficulties over the contracts, legal approvals move at a snail's pace. In one instance contracts had not been signed by all parties until the contract year had expired. Another complication developed some months ago when it was decided to negotiate the Stanford contracts through CLASS (California Library Authority for Systems and Services) acting as a broker. This move along with further delays resulted in a temporary suspension of services from SPIRES.

I must emphasize that none of these difficulties has proved insurmountable. Delays have been overcome, technical problems have been solved, contracts have been signed, services have been restored. Furthermore, we have achieved or still expect to achieve those benefits we anticipated from our project. The card program, for example, works very well. We save substantial labor in typing card masters, finishing card sets, and sorting; and correcting cataloging or inputting errors is quick and easy. We still expect automation to reduce printed list production time between the inputting cut-off date and the date the master is delivered to the printer even though various delays have minimized such savings so far. Finally, we anticipate a dramatic increase in the ease and speed with which cumulations can be produced. The first machine-generated annual cumulation covered 1978. It was available to users two or three months sooner than the manually prepared annual for 1977. And this was in spite of the fact that the 1978 annual involved heavy editing due to the mid-year changes in cataloging standards mentioned above. Given careful monthly editing, the annuals for 1979 and after should appear even sooner--perhaps in February rather than in June or July. And, of course, there is always the realistic possibility of five- or ten-year cumulations which were virtually impossible when records were sorted manually.

On balance and in spite of set-backs we are pleased with the product, and we look forward to future developments and improvements. I have emphasized the set-backs on the assumption that they would be more interesting and useful to you. If you have further questions about the program, I would be more than happy to answer them. Please feel free either to call or write.

Sincerely,

Richard H. Nicoles

Richard H. Nicoles, Senior Librarian
Government Publications Section

Ph. (916) 322-4572

RHN:k

Encl.

Library:
Person Completing Questionnaire:
Phone Number:

How is CSP used in your library?
X_______ cataloging information
X_______ acquisitions
_______ reference/ILL
other:

If CSP adopted AACR, how would CSP be used in your library?
X_______ no change
_______ cataloging information
_______ acquisitions
_______ reference/ILL
other:

What classification scheme is used for documents in your library?
_______ State Library
_______ LC
_______ Dewey
_______ unclassified
other: KB

If CSP does not adopt full MARC cataloging, which bibliographic elements are required by your library?
X_______ corporate author
X_______ personal author
X_______ title
X_______ publisher
X_______ place of publication
X_______ edition
X_______ date
_______ pagination
_______ illustration statement
X_______ size
_______ availability indicator
X_______ price
X_______ series note
_______ language
X_______ subject headings
other:

Is the documents collection at your library
X_______ separate from other types of materials
_______ integrated with other types of materials

Does your library have BALLOTS on-line access?
_______ Yes
X_______ No

What problems have you had in using CSP?

Nil

What problems have you experienced in obtaining documents?

Little, if any.

Please ignore "X."

Reverse used only for additional comments
and to give return address.

(OVER)

CA:M4

NEWSLETTER

Government Publications Chapter —
California Library Assn.

VOLUME 3, No. 1 MARCH 1978

WANTED: NEW MEMBERS. At our annual meeting, the Chapter membership voted to give the first issue of this year's newsletter wide distribution. We hope that this issue will give you some idea of what we are doing and interest you enough so that you will want to join. Please share this newsletter with your colleagues.

MEETINGS: Our Chapter is jointly sponsoring a seminar with CLA's Palomar Chapter on the publications of the U.S. Congress. It will be held on May 2nd at the University Towne Center in San Diego. Complete details are available on the enclosed flier.

FEATURE: The feature article for this issue is written by Richard H. Nicoles, Government Publications Section, California State Library. It explains the new format for California State Publications which began with the January 1978 issue.

CALIFORNIA STATE PUBLICATIONS AUTOMATES

As those who see it regularly are now aware, California State Publications was converted to automated production effective with the January 1978 issue. Our catalog records are keyed into BALLOTS where they are immediately available to BALLOTS subscribers. The data is transferred weekly across the Stanford campus to SPIRES whose programs produce a master for each edition. The Office of State Printing continues to print each issue from the master provided. Automation should reduce the production time of the printed list as well as provide on-line access. In addition we have adopted modified AACR cataloging and modified MARC format which together bring our records more in line with national standards.

Through the end of last year *CSP* had been produced by a complicated manual procedure which was tedious, slow, and subject to delay and which provided seemingly endless opportunities for error. The procedure involved multiple typing, sorting, and revising processes to prepare the text. Moreover, the data had to be arranged on awkward metal frames called panels to create "pages" for the printer to reproduce. After the printing job was run, the panels had to be disassembled and the cards re-sorted and filed to await re-assembly (and later re-disassembly) for the annual cumulation. At more than one point the procedures depended on the efforts of single individuals whose absence or commitments to other duties sometimes delayed publication still further.

Although the possibility of automation had been discussed off and on, there was little the State Library could do prior to last year to change procedures radically. It lacked the authority, for one thing, since *CSP* was the legal responsibility of the Office of State Printing. Becides, it hadn't the funds to study the feasibility of automation seriously or to implement the results. The break-through came with the passage of AB3539 in September of 1976. Introduced the previous March, AB3539 transferred authority for *CSP* to the State Library and provided a $41,000 appropriation to support its production. Improving the efficiency of *CSP* production was as project which could now be approached full throttle.

As it developed, conversion was relatively easy. Consultants at BALLOTS and SPIRES were enthusiastic and helpful and work on the project proceeded briskly. Although we collected cost and feasibility data to present to the Department of Finance, it turned out that the agency's approval was not required for our project. By mid-1977, in short, we were ready to input records into BALLOTS experimentally. The only major difficulty, in fact, lay in solving how the BALLOTS records would be translated into our traditional printed list. The quickest and least expensive choice was to have SPIRES produce a printed master from which the Office of State Printing could print the final copies. This procedure had the additional advantage of allowing us to check a paper copy for cataloging errors and computer glitches before sending it to print. Its chief disadvantage is that the type face produced by the SPIRES laser printer is not as attractive as some other systems would produce. It is readable, though, and its appearance in our opinion is at least equal to that of the old varitype.

A decision as crucial as that of automating itself was to adopt AACR cataloging standards including those of revised chapter 6. Our traditional cataloging style had been casual, quick, and flexible. It worked for us, and other libraries at least rarely complained. The style seemed inappropriate, however, for an on-line data base, and certainly BALLOTS. BALLOTS users with whom we were in touch, and Godort preferred AACR and full MARC format. We decided to accept limited AACR and MARC in order to retain certain features of our own catalog cards and the printed list. Regardless of AACR rules for entry, for example, we decided to continue entry under issuing or sponsoring state agency. On the other hand, we decided to follow AACR as far as determining the form of corporate body names. Also we continue to enter succeeding issues of serials, such as annual reports, as if they were monographs. We decided to follow a limited MARC format because many of the fields seem superfluous to our needs and some restrict flexibility we need in the list as in the use of the availability and distribution symbols.

For users of the list the major goal is speed. Under our new publishing schedule data collection is closed on the twenty-second of the month preceding cover date, and the master is run. During the following week, we check, revise and, if necessary, re-run the master. The master is due at the Office of State Printing on or before the first of the cover month. Printing and mailing are scheduled to take four weeks, so that a January list, for example, should be in subscribers' hands by the first of February. This schedule is a week faster than our old one, and it should be much more reliable since compiling the list is no longer a major function of its size. Production of the annual should be even more dramatically speeded up. As far as we can see, there is no reason why it should not be available in December or January rather than the following June or July.

Are there any disappointments in the new CSP? Well one, anyway, based on comments we have already received. We can no longer print agency addresses. We decided that maintaining and updating a directory would be time-consuming and expensive and no more reliable than the state agency telephone book which most libraries should have. However, we are prepared to publish address changes and new agency addresses in our "Notes to Users" section. We will also include source as a note in the entry when that information is not clear from the main entry. We will be on the look-out for other shortcomings, of course, but we also rely heavily on subscriber feedback to let us know how we can improve.

1978 is a year of evaluation for us. Subscribers should anticipate a certain amount of experimentation and alteration. Well before the year is out, for example, we will probably adopt full AACR/MARC. This is partly the result of self-interest: BALLOT's rates now allow full rebate for the input of original full MARC records. However, we have increasingly felt, too, a responsibility to make our cataloging of California documents a model upon which others can rely. We will also be tinkering with the "Preface" in order to make the information given there conform as nearly as possible to Godort standards. And we may revise the availability/distribution symbols in order to make them clearer. Still other options we may consider are the possibility of monthly cumulations, five- or ten-year cumulations (it is not likely we would ever include pre-1978 records), and the twelfth December monthly. Automation makes all of these features possible.

We feel that conversion of CSP is a decided improvement. We hope subscribers do too. As always we need and appreciate subscriber reaction. Call or write to express your criticisms and suggestions. We are also amenable to praise.

Dick Nicoles

CA:M5

DISTRIBUTING STATE PUBLICATIONS

California State Agency Responsibilities under the Library Distribution Act

RICHARD H. NICOLES
Government Publications Service

CALIFORNIA STATE LIBRARY
Gary E. Strong, State Librarian
July 1982

DISTRIBUTING STATE PUBLICATIONS:

California State Agency Responsibilities under the Library Distribution Act

Richard H. Nicoles
Government Publications Service
California State Library

July 1982

Gary E. Strong, State Librarian

This handbook is for publications representatives--and for all those who are responsible for preparing and publishing state agency and department publications.

California's Library Distribution Act requires some publications to be sent to a specific list of places. This handbook tells you which publications come under LDA (see the chart on p. 5) and how they are distributed (see p. 7).

The State Library's Government Publications Section manages this program. The staff works with publications representatives; call GPS at 2-4572; we'll be glad to help!

The first draft of this handbook was prepared by Lois Ross in the Spring of 1981. Her contribution, both in collecting the data and writing the first draft, is greatly appreciated.

Richard H. Nicoles

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"It is the policy of the State of California to make freely available to its inhabitants all state publications by distribution throughout the state."
--Government Code, Section 14900.

Information published by state agencies and offices is needed by local governments, researchers, educators, and professionals in the private sector as well as by those in state government. And this information must be accessible when people need it, not just when it is newly published. The operative words in the code section are "state publications" and "freely available." This handbook explains what publications should be distributed and how the process works.

What "state publications" means

Everything a state agency produces is not a "state publication" as defined by Government Code 14907.

The tests for a publication to qualify as a state publication are that it is:

- Reproduced in multiple copies, and
- Issued by either:
  - The Legislature (or its committees, caucuses, and research offices), or by
  - Any state agency, including Cabinet-level agencies, departments, boards, committees, temporary committees, and task forces, or
- Issued at the state's expense by a private firm acting for one of these bodies.

The definition of a "state publication" excludes materials not intended for public use: forms, inter/intra-office memos, preliminary drafts prepared for in-house review.

See Chart I on p. 5.

What "make available" means

"Available" covers both distribution at the time of publication and keeping the information on tap so that it can be used when people need it. Distribution of the publications is the issuing agency's responsibility; making the information available is the function of California's depository library system.

Distribution

New state publications can be distributed either by the agency that published and printed them or, automatically, by the Office of State Printing (OSP) if printed by OSP.

- By the issuing agency

  Twenty-two copies of all publications reproduced by in-house or commercial facilities, or under contract with an outside shop such as the Department of General Services--any means except printing by OSP--must be distributed by the state agency to organizations, including Complete Depository Libraries, listed in Chart II. (See p. 7.)

  Additional copies should be kept on hand to fill requests from the Selective Depository Libraries (listed on p. 16) but copies need not be sent to them automatically.

- By OSP

  OSP will automatically print and distribute copies to all (Complete and Selective) depository libraries when the "YES" box under "TO BE DISTRIBUTED UNDER LDA" is checked on the standard printing requisition form (Standard Form 67; see p. 8).

Depository libraries

Nearly 150 California libraries have agreed to maintain collections of state publications, to organize them so they can be used easily, and to provide reference assistance to people using them. The California State Library monitors these libraries periodically to ensure that standards of performance are met.

- Complete depositories maintain comprehensive collections, including all the publications distributed both by issuing agencies and by OSP. There are complete depositories in all major population centers. See the list on p. 15.

- Selective depositories automatically get one copy of each publication printed by OSP and distributed under the Library Depository Act. They have the right to request one copy of agency-reproduced publications from the issuing agency. See the list on p. 16.

Library Distribution Act (LDA)

The operative legislation for the depository library system is the Library Distribution Act (Government Code sections 14900-14910; see p. 9), first passed in 1945.

Supporting regulations are sections 3120-3124 in the State Administrative Manual. (See p. 12.)

Publications Representatives

SAM section 3123 requires each agency to designate a Publications Representative responsible for complying with the LDA's provisions. The State Library works with these representatives, both on getting publications into the distribution system and on depository program issues.

The Publication Representative's jobs are to:

- Notify the Government Publications Service, California State Library, of his/her name, mailing address, and telephone number on December 1, every year.
- Decide when a publication is a "state publication" for LDA distribution.
- Oversee in-house procedures for complying with LDA.
- Maintain mailing lists for distributing agency-reproduced publications under LDA.
- Process depositories' claims for publications they are entitled to but did not get.
- Serve as the State Library's contact person on depository program issues.
- Provide information on publications--price, where to order, whether or not copies are available--to depository libraries on request.

The State Library's role

The Library's Government Publications Service works with agencies and depositories.

GPS works with agencies to:

- Explain and interpret LDA requirements, and
- Determine if a publication should be distributed.

GPS works with depository libraries to:

- Evaluate applicants for depository status,
- Monitor depositories' services, and
- Help depositories meet LDA procedural requirements.

GPS maintains its own collection of publications which is the most comprehensive in the state. All publications are loaned, to state employees in person, and to all Californians through their own libraries. GPS provides the link between users and collections by publishing a monthly California State Publications (CSP), which

- Tells where to order new publications and their price,
- Indexes them by issuing agency, title, and subject, and
- Catalogs them for libraries.

CSP, which is cumulated annually, has been used as both an acquisitions tool and a self-contained catalog of California state publications since 1946.

Exchange agreements with thirty other states bring their publications to GPS, providing more in-depth information.

The pay-offs

State publications, in the State Library's collection and in depository libraries, are used by those who need to find out:

- What has been done before,
- What worked and what didn't,
- What information already exists, and
- How programs have been carried out.

LDA, the State Library and agencies are parts of a working system that brings information to users. State agencies are a vital part of this system; they are the starting points, and how well the system works depends, in large measure, on how completely they meet their responsibilities.

Chart I: Kinds of Publications That Qualify for Distribution as "State Publications"

Categories of publications	Examples	Exceptions
I. Agency operations		
Annual, or biennial, reports		
Materials on agency programs	Environmental Impact Reports; Program evaluations; Program plans	Materials designed strictly for internal use Preliminary drafts, unless expressly prepared for public comment
Budgets and financial reports	Annual operating budget; Monthly, or quarterly, financial reports	
Statistical compilations of data collected		
Records of public proceedings	Minutes of public meetings of governing boards; Transcripts and records of public hearings	
II. Laws and regulations		
Laws, regulations	Laws Regulations Licensing standards	
Decisions	Opinions and decisions of adjudicating or regulatory agencies	

Categories	Examples	Exceptions
III. Reports on activities:		
Reports on research	Conducted by the agency; Conducted under contract with the agency by an individual or firm	
Conference and workshop materials	Published proceedings	Kits and packets of previously published materials
	Agendas containing substantive information about the conference or workshop	Agendas or meeting announcements without substantive information
Handbooks and manuals	Training manuals for use outside the agency	Materials published solely for training agency employees
IV. Directed to the public:		
Directories	Directories of facilities, services provided, personnel licensed	Internal directories
Explanatory or public relations materials	Brochures, maps, pamphlets, press releases	
Periodicals	Magazines, newsletters	Internal newsletters for employees only

Chart II: Distribution of Agency-Reproduced State Publications

Number of copies:	Send to automatically:
1 each	Complete Depository Libraries (see p. 15).
2	Library of Congress, Exchange and Gift Division, Monthly Checklist Section, Washington, D.C. 20540
1	Council of State Governments, Iron Works Pike, Lexington, KY 40505 Attn: Research Librarian
3*	California State Library, Government Publications Service, Library-Courts Building, Room 541 P.O. Box 2037, Sacramento, CA 95809 E29
	Send on request to:
1 each	Selective Depository Libraries (see p. 16).
2	California State Archives, 1020 O Street, Sacramento, CA 95814

* Two copies only for annual reports and periodicals.

BEST COPY

PRINTING REQUISITION—INVOICE
STATE OF CALIFORNIA
STD. 67 (REV. 7-74)

THIS FORM MUST BE COMPLETELY FILLED OUT

SUBMIT ORIGINAL AND FIRST THREE COPIES TO OFFICE OF STATE PRINTING

AGENCY

SHIPPING ADDRESS

SHIPPING INSTRUCTIONS

NO. COPIES THIS ORDER	DATE OF LAST ORDER
LAST PRINTING OFFICE JOB NO.	NO. COPIES LAST ORDER
NO. COPIES ON HAND	ESTIMATED TIME ORDER TO LAST

HOLD TYPE FOR FUTURE PRINTING ☐ YES ☐ NO

FORM TO BE FILLED IN BY TYPEWRITER ☐ YES ☐ NO

IS PROOF WANTED? ☐ YES ☐ NO

NAME OF PROOFER

ADDRESS OF PROOFER

DATE WANTED

INQUIRIES TO

PHONE

ADDRESS

E[illegible]INGS, CUTS AND DRAWINGS

SIZE (GIVE WIDTH FIRST)

NUMBER OF TIP-INS

BINDING	☐ PERFECT-BIND ☐ LOOSELEAF ☐ SADDLE-STITCHED ☐ SIDE-STITCHED QUANTITY PAPER QUANTITY LEATHER QUANTITY BUCKRAM	
FOLDS	NO. OF FOLDS	SIZE AFTER FOLDING
GRAIN	☐ HORIZONTAL	☐ VERTICAL
PERFORATE	☐ ALL COPIES ☐ SEE SPECIAL INSTRUCTIONS	TYPE OF PERFORATION ☐ SLOT ☐ ROUND
PUNCH	DISTANCE CENTER TO CENTER NO. HOLES DIAM.	TYPE OF HOLE ☐ SLOT ☐ ROUND
PRINT	☐ ONE SIDE ☐ TWO SIDES	IF TWO SIDES, PRINT ☐ HEAD TO HEAD ☐ HEAD TO FOOT
NUMBER	STARTING NO.	ENDING NO.
PAD	☐ GUMMED ☐ STITCHED ☐ TOP ☐ BOTTOM NO. SHEETS PER PAD	☐ PADS ☐ BOOKS ☐ LEFT ☐ RIGHT NO. SETS PER PAD
SETS	SNAP-OUT ☐ NCR ☐ INTERLEAVED CARBON	STUB LOCATION (SPECIFY)
WRAP	NO. SETS PER PACKAGE	NO. PADS PER PACKAGE
LABEL	☐ LABEL EACH PACKAGE SHOWING FORM TITLE, FORM NO., QUANTITY AND ITEM CODE NO.	

DATE DELIVERY REQUESTED	DATE OF ESTIMATE

PRINTING OFFICE JOB NO.

CHARGE TO

FUND

APPROPRIATION

ITEM

CHAPTER

STATUTES

FUNCTION

LINE ITEM ALLOTMENT

ESTIMATE NUMBER

FISCAL YEAR

AGENCY CODE

UNENCUMBERED BALANCE $	AMT. OF THIS ESTIMATE $
ENCUMBRANCE ADJUSTMENT	
INCREASE $	DECREASE $

STATE PRINTING OFFICE
INVOICE

DATE

JOB COST
$

SPECIAL INSTRUCTIONS

☐ THIS JOB HAS BEEN ESTIMATED BY OSP

COPY	KIND OF STOCK	WT. (#)	COLOR OF PAPER	COLOR OF INK
ORIG.				
DUP.				
TRIP.				
QUAD.				
QUIN.				
SEXT.				
SEPT.				
OCT.				
COVER				

TO BE DISTRIBUTED UNDER LDA
☐ YES ☐ NO

ONAL KNOWLEDGE THAT THE ABOVE ESTIMATED EXPENDITURE IS NECESSARY AND THAT THIS ESTIMATE HAS BEEN CAREFULLY EXAMINED AND IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ADEQUATE TO COVER THE ACTUAL COST.

SIGNATURE OF OFFICER REQUESTING EXPENDITURES
▶

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT BUDGETED FUNDS ARE AVAILABLE FOR THIS ENCUMBRANCE (AFTER T.B.A. NO.________ OR B.R. NO.________).

SIGNATURE OF ACCOUNTING OFFICER
▶

I HEREBY AUTHORIZE THE STATE CONTROLLER UPON REQUEST OF AN AUTHORIZED OFFICER OF THE OFFICE OF STATE PRINTING TO TRANSFER TO THE SERVICE REVOLVING FUND FROM THE FUND AND APPROPRIATION SPECIFIED HEREON THE AMOUNT CHARGED BY THE OFFICE OF STATE PRINTING FOR SERVICES RENDERED AND SUPPLIES DELIVERED PURSUANT TO THIS REQUISITION.

SIGNATURE OF EXECUTIVE OFFICER
▶

TITLE

APPROVED

68

LIBRARY DISTRIBUTION ACT

(Government Code, Sections 14900-14910)

14900. It is the policy of the State of California to make freely available to its inhabitants all state publications by distribution to libraries throughout the state, subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible for use, and of rendering assistance in their use to qualified patrons without charge.

14901. To the end that the policy specified in Section 14900 may be effectively carried out, the State Printer shall print a sufficient number of copies of each state publication as determined by the State Librarian in accordance with Sections 14901, 14903, 14904, 14905.1, and 14907, not to exceed three hundred fifty (350), unless the Department of General Services with the advice of the State Librarian determines that a greater number is necessary in order to meet the requirements for deposit in a "library stockroom" (to be maintained by the State Printer for that purpose) for distribution to libraries as hereinafter provided, except that of legislative bills, daily journals, and daily or weekly histories, not more than one hundred fifty (150) copies shall be printed for such deposit and distribution, and of publications not printed by the State Printer, the department, commission or other agency concerned shall print one hundred (100) copies for such distribution. An additional two (2) copies of each state publication as selected by the State Archivist shall be printed and delivered to the State Archivist by the State Printer or the department, commission, or other agency concerned, and all remaining copies in excess of two (2) copies heretofore received shall be distributed to interested parties without charge or destroyed. The cost of printing, publishing, and distributing such copies shall be fixed and charged pursuant to Section 14866.

14902. "State publication" or "publication" as herein employed is defined to include any document, compilation, journal, law, resolution, Blue Book, statute, code, register, pamphlet, list, book, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued by the state, the Legislature, constitutional officers, or any department, commission or other agency thereof or prepared for the state by private individual or organization and issued in print, and "print" is defined to include all forms of duplicating other than by the use of carbon paper. The publications of the University of California, however, and intraoffice or interoffice publications and forms shall not be included.

14903. As soon as practicable after deposit of the copies in the library stockroom, the State Printer shall forward of each publication other than the legislative bills, daily journals and daily or weekly histories, fifty (50) copies to the State Library at Sacramento, twenty-five (25) copies each to the University of California libraries at Berkeley and Los Angeles, and fifty (50) copies to the California State Colleges to be allocated among the libraries thereof as directed by the Trustees of the California State Colleges. Such copies in excess of the number required for the institutions themselves, may be used for exchanges with other institutions or with agencies of other states and countries.

14904. The copies remaining in the library stockroom, including the legislative bills, daily journals, and daily or weekly histories, shall be distributed as soon as practicable by the State Printer first one copy each to the libraries which are on his mailing list as "complete depositories," second one copy each to the libraries which are on his mailing list as "selective depositories," and third the balance to any libraries which may write for a copy or copies. Publications not printed by the State Printer shall be distributed by the issuing department, commission or other agency as soon as practicable after printing, first to all "complete depositories," and second to "selective depositories," designated by the Department of General Services.

14905. To be placed on the mailing list as a "complete depository" or as a "selective depository," a library must contract with the Department of General Services to provide adequate facilities for the storage and use of the publications, and must agree to render reasonable service without charge to qualified patrons in the use of the publications. A library designated as a "complete depository" shall be sent one copy of every state publication, while a library designated as a "selective depository" shall be sent one copy of each publication of the type or issuing agency it selects.

14905.1. The California State Library may enter into agreements with the appropriate state agencies of each of the 49 other states of the United States of America, to establish a program for the exchange of publications of legislative service agencies, other than publications of the Joint Legislative Audit Committee and of the Joint Legislative Budget Committee. The California legislative reports to be exchanged shall be selected by the State Librarian after consultation with, and subject to the approval of, the Joint Committee on Legislative Organization. The legislative research reports received from other states in exchange shall be made available by the California State Library to the California Legislature.

Prior to designation as an exchange agency, the state agency shall agree to provide adequate facilities for the storage and use of the publications, and must agree to render reasonable service in the use of the publications without charge to the legislature of that state and other qualified patrons.

The California State Library shall notify the appropriate state agency of each of the other states of the provisions of this section.

The additional number of copies of publications, not to exceed 100, needed to implement the program shall be printed or otherwise duplicated. The State Printer and the state legislative agencies upon notification of the need shall provide the designated number of publications.

14906. Any municipal or county free library, any state college or state university, the library of any incorporated college or university in this state, the library of any public community college in this state, and the State Library, may contract as above provided. Applications are to be considered in the order of their receipt by the Department of General Services.

14907. Upon application, county law libraries, the law libraries of any law school approved by the State Bar of California, the Supreme Court Library, and the law libraries of the Department of Justice and the law library of the Continuing Education of the Bar of the University of California Extension may contract as provided in Section 14905 to become a selective or complete depository library.

14908. Because of the specialized service rendered the citizens of this state through assistance in the administration of justice, proximity to another depository library shall be disregarded in the selection of a law library as a depository of legal materials.

14909. Maintenance of basic general documents shall not be required of law library depositories, but basic legal documents shall be maintained by them. Such basic legal documents shall include legislative bills, legislative committee hearings and reports, legislative journals, statutes, administrative reports, California Administrative Code and Register, annual reports of state agencies and other legal materials published by the state, where obtainable through the agency preparing same.

14910. To facilitate the distribution of state publications, the State Library shall issue monthly or quarterly a complete list of state publications issued during the immediately preceding month or quarter, such lists to be cumulated and printed at the end of each calendar year. All state departments, commissions and other agencies shall, upon request, supply information to the State Library for the preparation of the monthly or quarterly lists and the annual cumulative lists.

STATE ADMINISTRATIVE MANUAL

PUBLICATIONS AND DOCUMENTS

LIBRARY DISTRIBUTION ACT (Revised 11/65) 3120

The Library Distribution Act establishes a system to distribute state agency publications to libraries in order to make such publications widely available to residents of the State. In order to make this program fully effective, state agency cooperation is needed in distributing publications as required by law. Refer to Government Code Sections 14900 - 14911.

DEFINITION OF PUBLICATIONS STANDARDS DEFINED (New 5/73) 3121.1

Publication means anything produced in multiple copies (Government Code Section 14902). The intent of the following statements are twofold: (1) to give each Publications Representative some rules by which he can formulate his department's procedures, and (2) to give each Publications Representative an established policy so that questions of LDA applicability will be easier to resolve at the departmental level.

All publications not prohibited by law or elsewhere in SAM shall fall under the Library Distribution Act. These publications may be:

1. Of lasting interest and use to the public, or
2. Of general interest, or
3. Of special interest when such interest is geographically dispersed, or
4. Of special interest when the State is the monopolistic custodian of data which can be used for other legitimate ends, or
5. Annual compilations of periodicals not qualifying for LDA distribution but, because of the annualization, the data becomes important.

All forms, letters, memorandums, exclusive use documents, legally restricted items, organizational and procedural manuals, and interoffice and intraoffice publications for use within the state administration shall not qualify for distribution under LDA.

A department may elect to qualify local interest circulars and publications; specialized publications of primary utility to a select group; reports on minor reorganizations and policy changes dealing with state administration; and market reports and weeklies that are dated to critical tolerances if it so chooses.

DEFINITION OF STANDARD CERTIFICATION AND ASSISTANCE (New 5/73) 3121.2

The Government Publications Section of the State Library shall review and approve the LDA guidelines and changes in guidelines of all departments, boards, and commissions. The Government Publications Section shall act as a counselor to departments, commissions, and boards requesting assistance in determining LDA applicability of specific documents.

EXCEPTION TO THE DEFINITION (New 5/73) 3121.3

Since the State Library is generally expected to be a complete loaning depository of state documents to other public libraries; and since the State Library offers a unique service to state employees, each publication of note produced by an authority in the state administrative structure ought to be available through the Government Publications Section. Therefore, at least one copy of all state publications otherwise not falling under LDA, or excluded by SAM Section 3121.1 above, shall be sent to the State Library, Government Publications Section.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY STATE PRINTING PLANT (Rev. 9/77) 3122.1

The Office of State Printing shall distribute all Library Distribution Act material produced at its facilities to all Complete Depository Libraries, all Selective Depository Libraries, the State Archivist, the Library of Congress, and the Council of State Governments. The State Printer may authorize the director of a department, board, or commission to distribute its own publications reproduced by the Office of State Printing if a written and specific request by the director of the organization is submitted.

The charge to agencies for printing includes the cost of producing the additional copies required by the Library Distribution Act. An additional flat charge is made for the cost of distribution.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY DUPLICATING PROCESS (Rev. 9/77) 3122.2

Each agency, except the University of California, is responsible for distributing publications which are produced by its own facilities or produced for them by the central duplicating service. Agencies are to prepare 100 extra copies of such publications and are responsible for distributing these 100 copies as follows:

1. State Library, Government Publications Section: three copies of each publication except that only two copies are required of serials (periodicals and annual reports). These are needed as soon as possible so that the monthly list of state publications can be prepared without delay.

2. One copy each to the other Complete Depository Libraries listed in annual edition of "California State Publications."

3. One copy to each Selective Depository Library requesting the publication. Mailing lists are to be maintained by the agency for the purpose of distributing publications to interested Selective Depository Libraries and others.

4. Two copies to the State Archivist.

5. Two copies to Exchange and Gift Division, Monthly Checklist Section, Library of Congress, Washington, D.C. 20540.

6. One copy to Research Librarian, Council of State Governments, Iron Works Pike, Lexington, Kentucky 40505.

7. Copies to any other libraries which may request them, until the supply of remaining copies is exhausted. If demand for a publication exceeds supply, Selective Depository Libraries are to receive first consideration. These copies, if not distributed, shall be retained for a period of one year.

DISTRIBUTION OF PUBLICATIONS PRODUCED UNDER CONTRACT WITH INDIVIDUAL OR FIRM (New 5/73) 3122.3

Agencies which let reproduction contracts for Library Distribution Act qualified publications, whether the material to be reproduced is a part of a consulting contract or not, are responsible for distributing the 100 copies as outlined in SAM Section 3122.2 above. Such reproduction contracts should have provision for the additional copies included at time of acceptance of the bid.

PUBLICATIONS REPRESENTATIVES (Revised 5/73) 3123

Each department, board, or commission shall designate one person as their Publications Representative. Documents and Publications of the Office of Procurement and the Librarian (LDA) at the Government Publications Section, State Library, shall be notified as to the name, mailing address, and telephone number of the Publications Representative each December 1.

The designated person shall develop and apply suitable procedures to assure a distribution of departmental, board, or commission publications, both printed and processed, which are in harmony with the provisions of the Library Distribution Act.

When a publication is to be distributed pursuant to the Library Distribution Act, the department, board, or commission shall include this information on the Printing Requisition - Invoice, Std. Form 67, or Duplicating Order, Std. Form 68.

INTERDEPARTMENTAL COORDINATION (Revised and Renumbered 1/1/63) 3124

The Government Publications Section of the State Library is responsible for coordinating the distribution of both printed and processed state publications, and for the preparation of periodic lists of state publications. They will advise agency Publications Representatives on questions arising as to the operation of the library distribution system. It is recognized that it is not always easy to determine whether or not a publication should be distributed or comes within the "intraoffice or interoffice" category. In order that a consistent policy may be applied, particularly in the case of similar publications issued by different agencies, agency publications representatives are urged to consult with the State Library as questions arise.

COMPLETE DEPOSITORY LIBRARIES

Libraries maintaining collections of all state publications distributed by issuing agencies and the Office of State Printing, with the date the collection was begun. (1945 is the year the legislation went into effect; collections may pre-date 1945.)

California State Library
Government Publications Section
P.O. Box 2037
Sacramento 95809 (1945)

California State University, Chico
Library-Government Publications Center
Chico 95929 (1945)

California State University, Long Beach
Library-Government Publications
6101 East Seventh Street
Long Beach 90840 (1965)

Fresno County Free Library
Government Publications
2420 Mariposa
Fresno 93721 (1945)

Los Angeles Public Library
Serials Division
630 West Fifth Street
Los Angeles 90071 (1945)

Oakland Public Library
125 Fourteenth Street
Oakland 94612 (1945)

San Diego Public Library
Science and Industry Department
820 E Street
San Diego 92101 (1945)

San Diego State University
Malcolm A. Love Library
5402 College Avenue
San Diego 92182 (1945)

San Francisco Public Library
Documents Department
Civic Center
San Francisco 94102 (1945)

Stanford University Libraries
Government Documents Department
Stanford 94305 (1945)

University of California, Berkeley
General Library-Documents Department
Berkeley 94720 (1945)

University of California, Davis
Shields Library-Documents Department
Davis 95616 (1945)

University of California, Los Angeles
University Research Library
Public Affairs Service
405 Hilgard Avenue
Los Angeles 90024 (1945)

University of California, Santa Barbara
Library-Government Publications Section
Santa Barbara 93106 (1965)

University of California, San Diego
Government Documents Department
Central University Library C-075-P
La Jolla 92093 (1965)

California State University, Los Angeles
John F. Kennedy Memorial Library
5151 State University Drive
Los Angeles 90032 (1959)

California State University, Northridge
Oviatt Library
18111 Nordhoff Street
Northridge 91324 (1965)

California State University, Sacramento
Library-Documents
6000 J Street
Sacramento 95819 (1965)

California Western University
School of Law Library
350 Cedar Street
San Diego 92101 (1965)

Carson Library
151 East Carson Street
Carson 90745 (1974)

Chula Vista Public Library
365 F Street
Chula Vista 92010 (1967)

Compton Library
240 West Compton Boulevard
Compton 90220 (1974)

Contra Costa County Library
Documents Section
1750 Oak Park Boulevard
Pleasant Hill 94523 (1945)

Court of Appeal Library
Second Appellate District, Room 448
3580 Wilshire Boulevard
Los Angeles 90010 (1971)

El Centro Public Library
539 State Street
El Centro 92243 (1966)

El Dorado County Library
345 Fair Lane
Placerville 95667 (1973)

Escondido Public Library
239 South Kalmia
Escondido 92025 (1967)

Eureka-Humboldt Library
636 F Street
Eureka 95501 (1973)

Culver City Library
4975 Overland Ave.
Culver City 90230 (1971)

Fremont Main Library
39770 Paseo Padre Parkway
Fremont 94538 (1973)

Fullerton Public Library
353 West Commonwealth Avenue
Fullerton 92632 (1948)

Gardena Library
1731 West Gardena Boulevard
Gardena 90247 (1974)

Garden Grove Regional Library
11200 Stanford Avenue
Garden Grove 92640 (1974)

Golden Gate University Law Library
562 Mission Street
San Francisco 94105 (1973)

Glendale Public Library
222 East Harvard Street
Glendale 91205 (1945)

Hastings College of the Law Library
198 McAllister Street
San Francisco 94102 (1962)

Hayward Public Library
22737 Mission Boulevard
Hayward 94541 (1960)

Humboldt State University
Library-Documents Department
Arcata 95521 (1945)

Huntington Park Library
6518 Miles Avenue
Huntington Park 90255 (1974)

Inglewood Public Library
101 West Manchester Boulevard
Inglewood 90301 (1972)

John F. Kennedy Library
505 Santa Clara Street
Vallejo 94590 (1967)

Kern County Library
1315 Truxton Avenue
Bakersfield 93301 (1945)

Kern County Law Library
306 Administration & Courts Building
1415 Truxton Avenue
Bakersfield 93301 (1969)

SELECTIVE DEPOSITORY LIBRARIES

Libraries maintaining collections of some of the state publications distributed by issuing agencies and those distributed by the Office of State Printing, with the date the collection was begun. (1945 is the year the legislation went into effect; collections may pre-date 1945.)

A.K. Smiley Public Library
P.O. Box 751
Redlands 92373 (1945)

Alameda County Law Library
Room 200, Court House
Oakland 94612 (1968)

Alameda Free Library
1433 Oak Street
Alameda 94501 (1971)

Alhambra Public Library
410 West Main Street
Alhambra 91801 (1964)

Anaheim Public Library
500 West Broadway
Anaheim 92805 (1965)

Angelo lacoboni Library
5020 Clark Avenue
Lakewood 90712 (1973)

Auburn-Placer County Library
350 Nevada Street
Auburn 95603 (1967)

Berkeley Public Library
2090 Kittredge Street
Berkeley 94704 (1945)

Butte County Library
1820 Mitchell Avenue
Oroville 95965 (1971)

California Institute of Technology
Robert A. Millikan Memorial Library
Pasadena 91109 (1974)

California State College, Bakersfield
Library-Documents Section
9001 Stockdale Highway
Bakersfield 93309 (1970)

California State University, Dominquez Hills
Educational Resources Center
1000 East Victoria Street
Dominquez Hills 90747 (1965)

California State College, San Bernardino
Library
5500 State College Parkway
San Bernardino 92407 (1965)

California State College, Sonoma
Documents Department
1801 East Cotati Avenue
Rohnert Park 94928 (1965)

California State College, Stanislaus
Library
800 Monte Vista Avenue
Turlock 95380 (1965)

California State Polytechnic University, Pomona
Library Serials Unit
3801 West Temple Street
Pomona 91768 (1965)

California Polytechnic State University, San Luis Obispo
Library-Government Documents Section
San Luis Obispo 93407 (1965)

California State University, Fresno
Library
Fresno 93740 (1945)

California State University, Fullerton
Library-Documents Section
P.O. Box 4150
Fullerton 92634 (1965)

California State University, Hayward
Library
25800 Hillary Street
Hayward 94542 (1965)

Lancaster Library
1150 West Avenue J
Lancaster 93543 (1974)

Long Beach Public Library
101 Pacific Avenue
Long Beach 90802 (1945)

Los Angeles County Law Library
301 West First Street
Los Angeles 90012 (1962)

Los Angeles County Public Library System
8800 Valley Boulevard
Rosemead 91770 (1945)

Loyola University
School of Law Library
1440 West Ninth Street
Los Angeles 90015 (1964)

McGeorge School of Law Library
University of the Pacific
3282 Fifth Avenue
Sacramento 95817 (1965)

Mendocino County Library
105 North Main Street
Ukiah 95482 (1972)

Merced County Free Library
2125 M Street
Merced 95340 (1971)

Mills College Library
Oakland 94613 (1945)

Montebello Library
1550 West Beverly Boulevard
Montebello 90640 (1974)

Monterey County Library
Court House Annex
26 Central Avenue
Salinas 93901 (1945)

Napa City-County Library
1150 Division Street
Napa 94558 (1945)

Norwalk Library
12350 Imperial Highway
Norwalk 90650 (1974)

Occidental College
Mary Norton Clapp Library
1600 Campus Road
Los Angeles 90041 (1945)

Oceanside Public Library
615 Fourth Street
Oceanside 92054 (1974)

Ontario City Library
Government Documents Section
215 East C Street
Ontario 91764 (1974)

Orange County Law Library
515 North Flower
Santa Ana 92703 (1966)

Palo Alto City Library
1213 Newell Road
Palo Alto 94393 (1945)

Pasadena Public Library
Documents Librarian
285 East Walnut Street
Pasadena 91101 (1945)

Plumas County Free Library
Courthouse
P.O. Box 270
Quincy 95971 (1945)

Pomona College
The Honnold Library
Documents Collection
Dartmouth at Ninth
Claremont 91711 (1945)

Pomona Public Library
P.O. Box 2271
Pomona 91766 (1945)

Redwood City Public Library
881 Jefferson Avenue
Redwood City 94063 (1966)

Richmond Public Library
Civic Center Plaza
Richmond 94804 (1945)

Riverside City and County Public Library
P.O. Box 468
Riverside 92502 (1945)

Rosemead Library
8800 Valley Boulevard
Rosemead 91770 (1974)

Sacramento City-County Library
Central Library
Reference Department
828 I Street
Sacramento 95814 (1945)

Sacramento County Law Library
720 Ninth Street
Sacramento 95814 (1962)

San Bernardino County Law Library
Ground Floor, Courthouse Annex
San Bernardino 92401 (1971)

San Bernardino County Library
104 West Fourth Street
San Bernardino 92401 (1945)

San Bernardino Public Library
401 North Arrowhead Avenue
San Bernardino 92401 (1976)

San Bernardino Valley College Library
701 South Mt. Vernon Avenue
San Bernardino 92410 (1982)

San Diego County Law Library
1105 Front Street
San Diego 92101 (1962)

San Diego County Library
5555 Overland Avenue
San Diego 92123 (1964)

San Fernando Valley College of Law Library
8353 Sepulveda Boulevard
Sepulveda 91343 (1976)

San Francisco State University
Social Science, Business and Ethnic
  Studies Library
1630 Holloway Avenue
San Francisco 94132 (1945)

San Joaquin County Law Library
Room 300 Court House
222 East Weber Avenue
Stockton 95202 (1964)

San Jose Public Library
Documents Section
180 West San Carlos Street
San Jose 95113 (1945)

San Jose State University
Library-Documents Department
250 South Fourth Street
San Jose 95192 (1945)

San Luis Obispo City-County Library
P.O. Box X
San Luis Obispo 93406 (1959)

San Luis Obispo County Law Library
Room 390, Courthouse
San Luis Obispo 93401 (1967)

San Mateo County Law Library
Hall of Justice and Records
Redwood City 94063 (1965)

San Mateo County Library
25 Tower Road
Belmont 94002 (1945)

San Mateo Public Library
55 West Third Avenue
San Mateo 94402 (1973)

Santa Ana Public Library
Reference Section
26 Civic Center Plaza
Santa Ana 92701 (1953)

Santa Barbara County Law Library
Courthouse
Santa Barbara 93101 (1969)

Santa Barbara Public Library
P.O. Box 1019
Santa Barbara 93102 (1945)

Santa Clara County Law Library
Superior Court Building
191 North First Street
San Jose 95113 (1969)

Santa Clara County Library
Research Center
10400 Torre Avenue
Cupertino 95014 (1964)

Santa Cruz County Law Library
Courts Building
701 Ocean Street
Santa Cruz 95060 (1969)

Santa Cruz Public Library
Documents Section
224 Church Street
Santa Cruz 95060 (1971)

Santa Maria Public Library
420 South Broadway
Santa Maria 93454 (1971)

Santa Monica Public Library
1343 Sixth Street
Santa Monica 90401 (1965)

Shasta County Library
1855 Shasta Street
Redding 96001 (1961)

Sonoma County Law Library
Hall of Justice
2555 Mendocino Avenue
Santa Rosa 95401 (1967)

Sonoma County Library
Third and E Streets
Santa Rosa 95404 (1960)

Southwestern University School of
Law Library
675 South Westmoreland Avenue
Los Angeles 90005 (1973)

Stanford University
Law Library
Stanford 94305 (1962)

Stanislaus County Free Library
1500 I Street
Modesto 95354 (1945)

Stockton-San Joaquin County Public Library
605 North El Dorado Street
Stockton 95202 (1945)

Supreme Court of California
Law Library
4241 State Building Annex
455 Golden Gate Avenue
San Francisco 94102 (1962)

Torrance Public Library
3301 Torrance Boulevard
Torrance 90503 (1974)

Tulare County Free Library
Documents Section
200 West Oak
Visalia 93277 (1945)

University of California, Berkeley
Earl Warren Legal Center
Law Library
Berkeley 94720 (1962)

University of California, Davis
Law Library
Davis 95616 (1966)

University of California, Irvine
The University Library
Government Publications Department
Irvine 92664 (1965)

University of California, Los Angeles
Law Library
405 Hilgard Avenue
Los Angeles 90024 (1962)

University of California, Riverside
Library-Government Publications
Department
P.O. Box 5900
Riverside 92507 (1965)

University of California, San Francisco
The Library
Acquisitions Division
San Francisco 94143 (1965)

University of California, Santa Cruz
McHenry Library
Documents Section
Santa Cruz 95064 (1965)

University of San Diego
School of Law Library
Alcala Park
San Diego 92110 (1964)

University of San Francisco
School of Law Library
Kendrick Hall
San Francisco 94117 (1973)

University of Santa Clara
Michel Orradre Library
Documents Department
2800 The Alameda
Santa Clara 95053 (1945)

University of Southern California
Asa V. Call Law Library
University Park
Los Angeles 90007 (1963)

University of Southern California
Library
P.O. Box 77983
University Park
Los Angeles 90007 (1945)

University of the Pacific Library
Reference Department
3601 Pacific Avenue
Stockton 95211 (1945)

Valencia Library
23743 Valencia Boulevard
Valencia 91355 (1971)

Ventura County Law Library
Courthouse
501 Poli Street
Ventura 93001 (1957)

Ventura County Library Services Agency
Documents
P.O. Box 771
Ventura 93001 (1945)

West Covina Library
1601 West Covina Parkway
West Covina 91790 (1974)

West Hills Community College Library
300 Cherry Lane
Coalinga 93210 (1982)

Whittier College
The Wardman Library
13406 East Philadelphia Street
Whittier 90608 (1945)

Whittier Public Library
7344 Washington Avenue
Whittier 90602 (1971)

CT

H. Manuals

12/5/80

CT:H

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
231 CAPITOL AVENUE • HARTFORD, CONNECTICUT 06115

MANUAL FOR DEPOSITORY LIBRARIES

1. Law
2. List of depository libraries
3. Item List
4. Shelving requirements
5. Distribution
6. Shipping list
7. Receiving
8. Acquisitions
9. Classification
10. Cataloging scheme
11. Binding
12. Weeding
13. Lending
14. Basic reference sources.

THE GENERAL STATUTES OF CONNECTICUT

Revised to January 1, 1979

Sec. 11-9b. Definitions. As used in this section and sections 11-9c and 11-9d:

(a) "State publications" means all publications printed or purchased for distribution by a state agency, or any other agency supported wholly or in part by state funds;

(b) "Printed" means all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(c) "State agency" means every state office, officer, department, division, bureau, board and commission, permanent or temporary in nature, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education;

(d) "Depository library" means the designated library for collecting, maintaining and making available to the general public Connecticut state agency publications.

(P.A. 77-561, S. 1.)

Sec. 11-9c. Administration of state publications collection and depository library system. The state library shall administer a Connecticut state publications collection and a depository library system. The state library shall: (1) Establish and administer, with the approval of the state library board, such rules and regulations as may be deemed necessary to carry out the provisions of sections 11-9b to 11-9d, inclusive; (2) develop and maintain standards for depository libraries, including ascertaining their geographical distribution, with the approval of the state library board; (3) enter into depository contracts with libraries that meet the standards for eligibility established by the state library; (4) annually advise designated staff in each agency, required by section 11-9d, of the number of copies of publications needed for distribution; (5) receive from state agencies on or about publication date the specified number of copies of each publication; (6) retain sufficient copies in the Connecticut state library for preservation, reference and interlibrary loan purposes; (7) distribute two copies of each publication to the Library of Congress and one copy to an additional national or regional research library designated by the state library; (8) distribute copies of publications to depository libraries within the state in accordance with the terms of their depository contracts and to libraries outside the state in accordance with any agreements entered into for the exchange of state publications and (9) publish at least monthly and distribute to depository and other libraries in Connecticut, other state libraries, to state legislators and state agencies and libraries, upon request, an official indexed list of Connecticut state publications with an annual cumulated index.

(P.A. 77-561, S. 2.)

Sec. 11-9d. State agencies to supply publications to state library; designation of staff. (a) Designated staff in each state agency shall be responsible for supplying the publications of that agency to the state library. Each such agency shall notify the state library of the identity of such designated staff within thirty days after October 1, 1977, and upon any change of personnel. Said staff shall supply the state library annually or upon request with a complete list of the agency's current publications.

(b) Every state agency shall, upon publication, deposit a sufficient number of copies of each of its publications with the state library to meet the needs of the depository library system.

(P.A. 77-561, S. 3.)

A "state government publication" is any document produced by or purchased for an agency of state government in multiple copies at government expense, with the exception of:

A. Business forms
B. Informal administrative memos and instructions for the internal use of agency personnel
C. Blueprints
D. Complimentary, visiting and business cards
E. Correspondence
F. Minutes of meetings
G. Announcements of lectures, meetings, seminars, and workshops
H. Doctoral dissertations
I. Master's theses

v

CONNECTICUT STATE DOCUMENTS DEPOSITORIES
Established by the
Connecticut State Library
in accordance with
P.A. 77-561

Connecticut State Library
231 Capitol Ave.
Hartford, CT 06115
Connecticar Route 2
Telephone: 566-4971
Betsy Berry

Bridgeport Public Library
925 Broad Street
Bridgeport, CT 06603
Connecticar Route 4
Telephone: 576-7407 ex.401
E. Paul Jones

Connecticut College Library
New London, CT 06320
Connecticar Route 6
Telephone: 442-1630
Mary T. Odyniec

Danbury Public Library
170 Main Street
Danbury, CT 06810
Connecticar Route 4
Telephone: 797-4527
Michel Michelsen

Ferguson Library
96 Broad Street
Stamford, CT 06901
Connecticar Route 4
Telephone: 325-4354
Doris Goodlett

Groton Public Library
52, Rte 117, New Town Road
Groton, CT 06340
Connecticar Route 6B
Telephone: 448-1552
Patricia Vargas

Hartford Public Library
500 Main Street
Hartford, CT 06103
Connecticar Route 3
Telephone: 525-9121
Angela Chase

J. Eugene Smith Library
Eastern Connecticut State College
Willimantic, CT 06226
Connecticar Route 3
Telephone: 456-2231
Edgar C. Bailey, Jr.

New Haven Free Public Library
133 Elm Street
New Haven, CT 06510
Connecticar Route 5
Telephone: 787-8130
Beth Martin

Northwestern Connecticut Community
College Library
Winsted, CT 06090

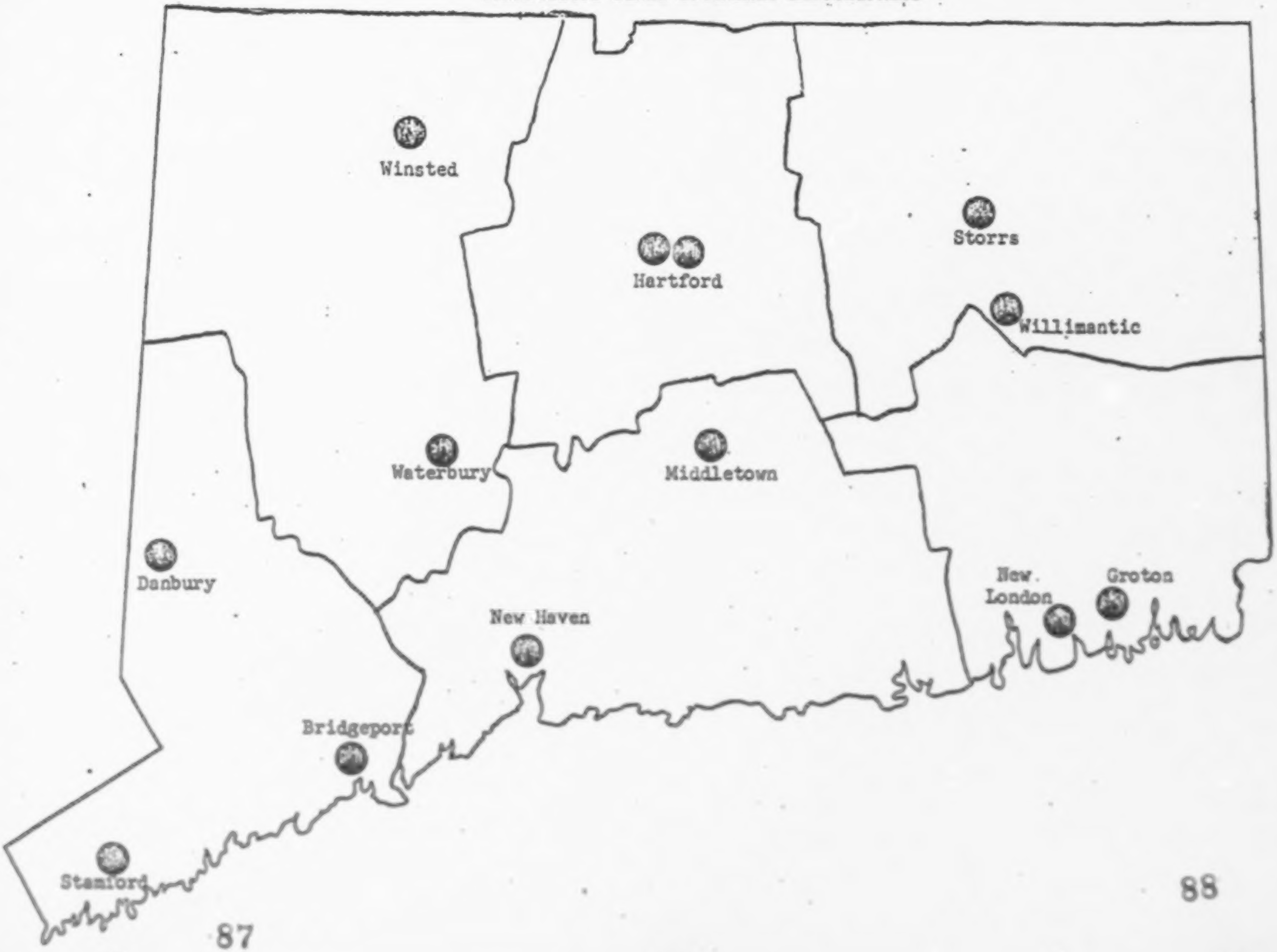
Telephone: 379-8543 ex. 230
Arthur Pethybridge

Russell Library
119 Broad Street
Middletown, CT 06457
Connecticar Route 4B
Telephone: 347-2528
Nancy Castagnetti

Silas Bronson Library
267 Grand Street
Waterbury, CT 06702
Connecticar Route 1
Telephone: 574-8217
Elizabeth Stemm

University of Connecticut Library
Storrs, CT 06268
Connecticar Route 3
Telephone: 486-2523
Marie Clark

CONNECTICUT STATE DOCUMENTS DEPOSITORIES


Winsted
Hartford
Storrs
Willimantic
Waterbury
Middletown
Danbury
New London
Groton
New Haven
Bridgeport
Stamford

ITEM LIST--SELECTION

The Item List is the list from which the depository library designates, in advance, the categories from which it needs publications. The Item List is based on the agencies of state government, but by grouping of similar agencies the number of selections is reduced to 63.

Each depository library may choose to receive all documents or only selected Item classes. Each depository must choose by the categories listed on the Item List without exceptions or modifications of the categories.

CHANGES BY DEPOSITORIES

A change in selections may be made by the depository library at any time. A letter must be written to the State Documents Librarian.

NEW AGENCIES

Newly created state agencies are assigned to one of the existing categories of the Item List when the agencies begin publishing.

NEW ITEM LISTS

New item lists are issued infrequently, when agency changes demand such revision.

LIST OF ITEMS OF CONNECTICUT STATE PUBLICATIONS AVAILABLE FOR SELECTION BY DEPOSITORY LIBRARIES
(Rev. 1980)

An item number that is not followed by a letter includes all subitems. (For example, ITEM 1 includes ITEM 1A, 1B, 1C and 1D.)

ITEM 1 ELECTED OFFICIALS
1A Governor and Lieutenant Governor
includes: Capitol Center Commission
State Employees Group Insurance Commission
State Employees Retirement Commission
Teachers Retirement Board
Office of Intergovernmental Programs

1B Secretary of State
includes: Freedom of Information Commission
Ethics Commission

1C Attorney General

1D Comptroller and Treasurer

ITEM 2 OFFICE OF POLICY AND MANAGEMENT
2A Energy
includes: Energy Division
Energy Advisory Board
Department of Planning & Energy Policy

2B includes: Council of Economic Advisors
Council on Voluntary Action
Commission on Conn's Future
Intergovernmental Relations Division
Criminal Injuries Compensation Board

ITEM 3 DEPARTMENT OF ADMINISTRATIVE SERVICES
3A Personnel
includes: Affirmative Action Program Office

3B Commission on Human Rights and Opportunities

3C Other
includes: State Capitol Preservation and Restoration Board
Public Works
State Building Inspector
Publications Office

ITEM 4 AGING
includes: Department on Aging
Advisory Council on Aging
Nursing Home Ombudsman

ITEM 5 AGRICULTURE
5A Department of Agriculture
includes: Connecticut Marketing Authority

5B Agricultural Experiment Station, New Haven

ITEM 6 BUSINESS REGULATION
6A Banking, Division of

6B Insurance, Division of

6C Public Utilities Control, Division of

6D Other
includes: Division of Liquor Control
Consumer Counsel
Power Facility Evaluation Council

ITEM 7 CHILDREN AND YOUTH SERVICES
includes: Department of Children & Youth Services
Long Lane School

ITEM 8 CONSUMER PROTECTION
8A Department of Consumer Protection

8B Other
includes: Architectural Registration Board
State Board of Accountancy
Board of Television & Radio Service Examiners
Commission of Pharmacy
Electrical Work Examining Board
Elevator Installation Repair & Maintenance Work Examining Board
State Board of Registration for Professional Engineers & Land Surveyors
State Board of Veterinary Registration and Examination
State Board of Landscape Architects
Well Drilling Board
State Tree Protection Examining Board
State Board of Plumbing & Piping Work Examining Board

ITEM 9 CORRECTION
includes: Department of Correction
Board of Parole
Office of Adult Probation
Correctional Institutions

ITEM 10 ECONOMIC DEVELOPMENT
10A Department of Housing
includes: Connecticut Housing Finance Authority

10B includes: Department of Economic Development
Connecticut Development Authority

ITEM 11 EDUCATION
11A Department of Education
includes: Mystic Oral School
Division of Vocational Education
Division of Vocational Rehabilitation

11C State Colleges

11D State Technical Colleges

11E State Regional Community Colleges

11F University of Connecticut Health Center

11G Institute of Public Service

11H University of Connecticut Cooperative Extension Service
includes: Agricultural Experiment Station--Storrs

11I Institute of Water Resources

11J Center for Real Estate and Urban Economic Studies

11K Other University of Connecticut Publications
includes: World Education Project
Institute of Material Science
William Benton Museum
Labor Education Center

11L Other Education
includes: American Revolution Bicentennial Commission
Connecticut Historical Commission
State Commission on the Arts
State Library
Student Loan Foundation
Center for Connecticut Studies

11M Board for Higher Education
includes: Office of Veterans Affairs in Education

ITEM 12 ENVIRONMENTAL PROTECTION
12A State Geological and Natural Histroy

12B Other
includes: Department of Environmental Protection
Connecticut River Gateway Commission
Coastal Area Management Program
Air Compliance Unit
Connecticut Resources Recovery Authority
Solid Waste Management Advisory Council
Natural Resources Center
Indian Affairs Council
Council on Environmental Quality

ITEM 13 HEALTH
13A State Department of Health Services
includes: Commission on Hospitals and Health Care
Statewide Health Coordinating Council
Veteran's Home and Hospital
Bureau of Vital Statistics
Board for Registration of Sanitarians
Dental Commission
Board of Examiners for Embalmers & Funeral Directors

13B Department of Mental Health
includes: Alcohol and Drug Abuse Council

ITEM 14 HUMAN RESOURCES
14A Department of Mental Retardation
includes: State Planning Council on Developmental Disabilities

14B includes: Department of Human Resources
Board of Education and Services for the Blind
Commission on the Deaf and Hearing Impaired
Child Day Care Council
Office of Protection and Advocacy for the Handicapped and Developmentally Disabled Persons
Permanent Commission on the Status of Women

ITEM 15 INCOME MAINTENANCE
includes: Department of Income Maintenance

ITEM 16 LABOR
includes: Labor Department
Connecticut State Board of Labor Relations
Connecticut Board of Mediation & Arbitration
Workmen's Compensation Commission
Employment Security Division
Job Search Info Program

ITEM 17 MOTOR VEHICLES
includes: Department of Motor Vehicles

ITEM 18 PUBLIC SAFETY
18A Division of State Police
includes: Office of Safety Education

18B Office of Civil Preparedness

18C Commission on Fire Prevention and Control
includes: State Fire Codes Standards Committee
State Fire Marshall

18D Military Department

18E Other
includes: Board of Materials Review
State Commission on Demolition
Board of Firearm Permit Examiners
State Building Codes Standards Commission
Municipal Police Training Council

ITEM 19	REVENUE SERVICES	
19A	Department of Revenue Services	
19B	Commission on Special Revenue	
ITEM 20	TRANSPORTATION	
20A	Department of Transportation	
	except:	Environmental Impact Statements and Public Hearing Transcripts
20B	Bureau of Highways	
	except:	Environmental Impact Statements and Public Hearing Transcripts
20C	Environmental Impact Statements	
20D	Public Hearing Transcripts	
20E	Other	
	includes:	Connecticut Public Transportation Authority State Traffic Commission Bureau of Aeronautics
ITEM 21	JUDICIAL	
21A	Connecticut Justice Commission	
21B	Courts	Supreme Court Superior Court Chief Court Administrator Probate Court
21C	Commission on Official Legal Publications	
ITEM 22	GENERAL ASSEMBLY	
22A	Office of Fiscal Analysis	
22B	Office of Legislative Research	
22C	Other	
	includes:	General Assembly Publications: Law Revision Commission Commission on Compensation of Elected State Officials & Judges Commissioner of Claims
ITEM 23	AUDITORS OF PUBLIC ACCOUNTS	
ITEM 24	MISCELLANEOUS STUDY COMMISSIONS (of a non-permanent nature).	

ESTIMATED SHELVING REQUIREMENTS FOR CONNECTICUT STATE PUBLICATIONS

Key: * Most publications of the agency are core items
A Publications for 5 years occupy less than one shelf (3')
B Publications for 5 years occupy one to two shelves
C Publications for 5 years occupy two to three shelves
D Publications for 5 years occupy three or more shelves

*	A	Item 1-Governor Note: Governor's commissions are Item 24
*	A	Item 1B-Secretary of State
	A	Item 1C-Attorney General
*	A	Item 1D-Comptroller and Treasurer
	B	Item 2-Office of Policy and Management
	A	Item 3-Dept. of Administrative Services
*	A	Item 3A-Personnel
	A	Item 3B-Commission on Human Rights and Opportunities
*	A	Item 3c-Public Works
	A	Item 4-Aging
	C	Item 5-Agriculture
	B	Item 5A-Dept. of Agriculture
	A	Item 5B Agricultural Experiment Station, New Haven
	A	Item 6-Business Regulation
	A	Item 6A- Banking
	A	Item 6B-Insurance
	A	Item 6C-Public Utility Control Authority
	A	Item 6D- Other

	A	Item 7-Children and Youth Services
	A	Item 8-Consumer Protection
	A	Item 8A- Dept. of Consumer Protection
	A	Item 8B- Other
	A	Item 9-Correction
*	A	Item 10-Economic Development
	D	Item 11-Education
	A	Item 11A-Dept of Education
	C	Item 11C - E State Colleges, Regional Community Colleges and Technical Colleges
	D	Item 11F-University of Connecticut
	A	Item 11G UConn Health Center
*	A	Item 11H-Institute of Public Service
	A	Item 11I- Cooperative Extension Service & Agricultural Experiment Station, Storrs
*	A	Item 11J-Institute of Water Resources
	A	Item 11K-Center for Real Estate and Urban Economic Studies
	B	Item 11L-Other University of Connecticut
*	B	Item 11M-Other Education
	B	Item 11N-Board of Higher Education
	A	Item 11P-Office of Veteran's Affairs for Education
	A	Item 11Q- Wilbur Cross Library, UConn

	C	Item 12-Environmental Protection
*	A	Item 12A-Geological and Natural History Survey
	B	Item 12B-Dept. of Environmental Protection
	C	Item 13-Health
	B	Item 13B-Mental Health
	A	Item 14-Human Resources
	A	Item 14A-Mental Retardation
	A	Item 14B Other
	B	Item 15- Income Maintenance
*	C	Item 16 Labor
*	A	Item 17-Motor Vehicles
	C	Item 18-Public Safety
	A	Item 18A-State Police
	B	Item 18B-Office of Civil Preparedness
	A	Item 18C-Commission on Fire Prevention and Control
	B	Item 18D-Military Dept.
	A	Item 18E-Other
	A	Item 19-Revenue Services
*	A	Item 19A-Tax

A Item 19B-Commission on Special Revenue

A Item 19C- Other

D Item 20-Transportation
C Item 20A-Dept. of Transportation
C Item 20B-Bureau of Highways, Environmental Impact Statements and Public Hearing Transcripts

A Item 20E-Other

A Item 21 Judicial

A Item 21A-Justice Commission

* A Item 21B-Other

C Item 22-General Assembly
A Item 22A-Office of Fiscal Analysis

* C Item 22B-Office of Legislative Research

A Item 22C-Other

C Item 23-Auditors of Public Accounts

C Item 24-Misc. Study Commissions

DISTRIBUTION

Each depository is assigned a sorting bin. Documents are received daily from the State Library Cataloging Dept. and are sorted into the bins according to the distribution pattern established by the Item List selections.

SHIPPING LIST

A shipping list is prepared from data supplied by the State Library Cataloging Dept.. Publications are listed in order by Item Number, and alphabetically by main entry within each Item Number. The data included in the shipping list are: main entry, title, date, CSL classification number and volume and number, if applicable. All depositories receive the same shipping list.

INSUFFICIENT COPIES

If the State Library does not receive enough copies for distribution to all libraries selecting the Item Number, distribution is made to depositories in order of number of selections made from the Item List.

MAILING

Shipments of publications are compliled and boxed weekly (usually on Friday) and sent via Connecticar whenever possible. For libraries not on Connecticar, the U.S. Postal Service is used.

SAMPLE

CONNECTICUT STATE DOCUMENTS SHIPPING LIST

Number_____________ Page__________

Date____________________

Key: * Core Collection Item; must be retained
s Supercedes earlier editions; earlier editions may be discarded
e Extra item for your information or interest; may be discarded or kept

(1A) *
Conn. Governor — MAIN ENTRY
Governor's budget.
Annual — FREQUENCY
D/G746b/c/yr

19 ____ / ____ — DATE, VOLUME OR NUMBER (SERIALS)

(2) — ITEM NUMBER
Conn. Office of Policy and Management.
Division of Comprehensive Planning.
Battered women's shelter program — TITLE
evaluation. 1979
D/T[illegible]61cop/bat

(11H)*
Stuart, Patricia, 1927-
Forms of town and city government
in Connecticut. 1978
D/Ag83m/ft/1978 — CSL CLASSIFICATION NUMBER

RECEIVING

Documents are received from the State Library, usually weekly, in 9" x 12" boxes ("GPO boxes") or large jiffy bags. Between 3 and 150 publications may be received in one shipment.

CLAIMING

Depository libraries are urged to check receipts against the shipping list to determine whethter claims for non-receipt should be made. Claims should be sent to the State Documents Librarian.

DUPLICATE COPIES

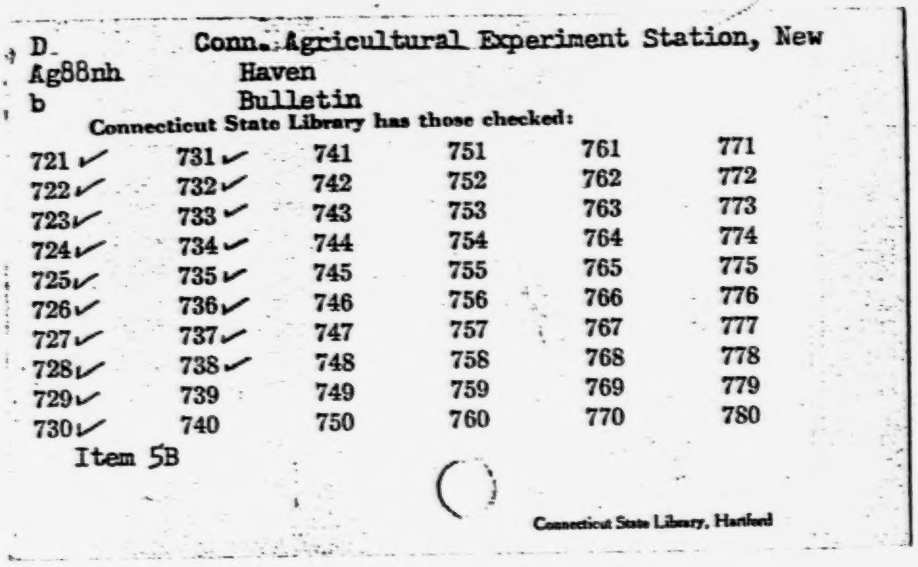
At times, the State Library is sent extra copies of documents which are filed by agency. If a depository requires an additional copy of a publication, has lost a copy or needs a publication from an Item Number not selected by that depository, the depository may request such publications from the State Library. If duplicate copies are available, the State Library will fill these requests. The duplicate collection is also available to any library for browsing.

ACQUISISTIONS RECORDS

Simplified records for recording receipts of serials may be prepared. Check-in records presently in use in most libraries can be used for state publications. The essential information on each record should include:

1. Call number
2. Issuing agency
3. Title
4. Frequency
5. Routing instructions, if publication is to be routed
6. Shelving location, if not indicated by the call number
7. Binding information
8. Item Number

SAMPLE CHECK-IN CARDS FOR STATE DOCUMENTS



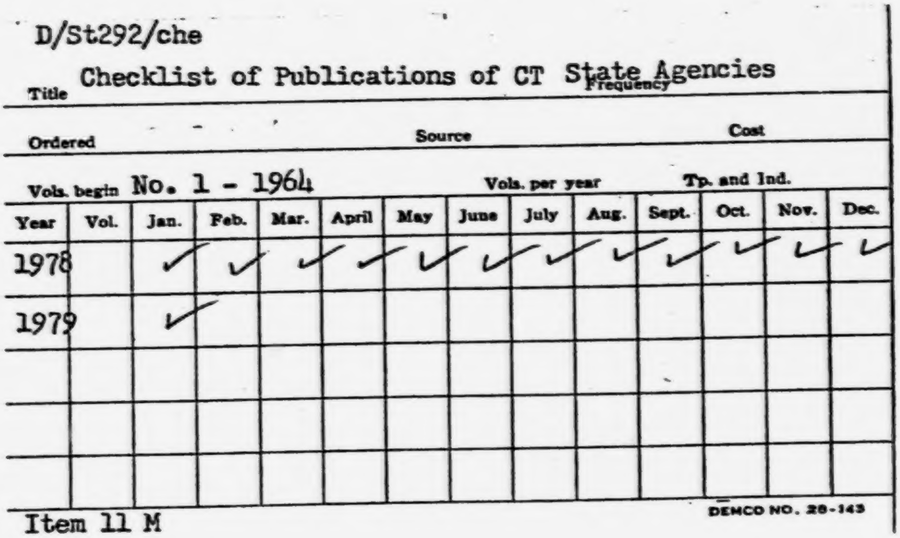
D. Conn. Agricultural Experiment Station, New
Ag88nh Haven
b Bulletin

Connecticut State Library has those checked:

721 ✓	731 ✓	741	751	761	771
722 ✓	732 ✓	742	752	762	772
723 ✓	733 ✓	743	753	763	773
724 ✓	734 ✓	744	754	764	774
725 ✓	735 ✓	745	755	765	775
726 ✓	736 ✓	746	756	766	776
727 ✓	737 ✓	747	757	767	777
728 ✓	738 ✓	748	758	768	778
729 ✓	739	749	759	769	779
730 ✓	740	750	760	770	780

Item 5B

Connecticut State Library, Hartford



D/St292/che

Title Checklist of Publications of CT State Agencies Frequency

Ordered Source Cost

Vols. begin No. 1 - 1964 Vols. per year Tp. and Ind.

Year	Vol.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1978		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1979		✓											

Item 11 M

DEMCO NO. 28-143

CLASSIFICATION

Each depository library should determine the classification scheme to be used for state documents. Libraries keeping all documents in a separate collection could utilize the CSL Classification Scheme and simply record the call number on each item as given by the Shipping list.

Other libraries that wish to have documents interfiled with other library material may use the same classification system as used for books and preiodicals. Dewey Decimal Classification numbers are included in the Checklist.

There are advantages and disadvantages to each type of treatment.

A. Documents classed with general collection
    1. Advantages:
        a) General public and reference staff probably use documents more if they are filed with other materials on the same subject.
        b) Time of reference staff is saved in locating documents.
        c) Expertise in using documents is not imperative.
    2. Disadvantages:
        a) Cataloging is expensive.
        b) Shelving of unbound materials among books is often a problem.

Integration is rec ommended for small depositories.

B. Documents shelved as separate collection.
    1. Advantages:
        a) A specially trained staff member can render expert service to the public.
        b) Printed indexes and bibliographies may be used extensively by skilled staff.
        c) Simple records may be used in lieu of expensive complete cataloging.
        d) Shelving unbound documents apart from bound volumes in the general collection may be less cumbersome.
    2. Disadvantages:
        a) Material on same subject is divided between government and non-government publications.
        b) Specially trained documents staff could be expensive for small libraries.

c) Many patrons do not understand the difference between document and non-document material and may be annoyed if referred from one section to another.

d) Library service can be less than satisfactory if special collections are not staffed at all times the library is open.

A partial integration of documents with other library materials may be satisfactory in some libraries. "Separates" and journals may be classed with the regular collection leaving a smaller collection of unclassed material or classed as separate collection using CSL's call numbers. Regardless of the way a library chooses to class documents, records should be maintained so that the library staff and patrons are able to locate material in the collection.

State of the "D" Collection

The purpose of the classification schedule for Connecticut documents has been to keep publications by a specific agency together on the shelves. Members of the Reading Room staff have remarked that patrons frequently ask what publications the library has by a specific agency.

The call number of a Connecticut document was a two-line alpha-numeric designation up until about 1960. After that date, a three line call number was used to facilitate further expansion of the collection. In both cases, a capital "D" is used on the first line, and the second line is an approximate cutter for the agency responsible for the publication.

Examples

Connecticut.	Auditors of Public Accounts	Au24
Connecticut.	State Dept. of Health	H342
Connecticut.	Dept. of Motor Vehicles	M857
Connecticut.	Water Resources Commission	W292

An approximate, rather than the exact cutter number may have been used because several agencies had the same key word which was used as the source for the number.

Examples

Connecticut.	Agricultural College	Ag83
Connecticut.	Dept. of Agriculture	Ag81
Connecticut.	Agricultural Experiment Stations	Ag88

In some cases, the agency has changed its name over the years, but the original cutter has been retained, such as the Connecticut Agricultural College which developed into the University of Connecticut. Both names of the agency used D Ag83 as their basic call number

A small number of agencies have been cuttered to non-distinct words in the agency's name such as the State Library which is cuttered to "state" rather then "library". This practice would not be followed today for new agencies whose publications are being cataloged for the first time.

Before 1960, one or two letters were added to the basic cutter for the title of the work or the main entry if it was other then the state agency.

Examples		Explanation
D In72m	Miller, G. S. Evolution of the Insurance Dept. of the State of Connecticut. 1914.	Although the state published the document, Miller is the main entry and the small "m" stands for the first letter of his name.
D H342Lim	Connecticut. State Dept. of Health. List of midwives registered in Connecticut.	Cataloged in the 1930's the example shows there was no set rule as to which letters from the title were added to the basic cutter to form the complete call number. The "Li" was taken from list and the "m" from midwives.

The cataloging of certain types of documents has been standardized, i.e. public hearings, environmental impact statements, and auditors' reports.

Auditors reports are relatively recent publications which were, at first cataloged as specials. Later, it was discovered that they are serial publications and when second reports are received they are recataloged as open entries. Each open entry has the note "Reports for some years issued in 1 vol." and has 1 subject entry and 1 author-title entry for the name of the agency being audited.

The first two lines of the call number for auditors reports are D Au24. The third line of the call number has been formed by various methods, i.e. the first three letters of a key word in the agency's name or the first letter of 3 or 4 key words in the agency's name. Two sequences which have been kept in the shelflist are the reports on circuit courts (D Au24 cc1, D Au24 cc2, D Au24 cc3 etc.)

Reports on the University of Connecticut have also been kept together by using D Au24 uc as the basic number and adding to it for reports on various branches and departments of the university.

Examples

D
Au24
uc
asg

for the report on U Conn's Associated Student Government.

The third example above has caused some confusion for inputting the call number on the terminal because the commas are confused as indicators to move to the next line. It would probably be better to drop the commas and close up the letters, since it would not affect the arrangement in any way.

The same classification scheme has been used for environmental impact statements issued by the Dept. of Transportation's Bureau of Research and Planning ($\overset{D}{\text{T}}$687pL) and Bureau of Highways ($\overset{D}{\text{T}}$687bh) Maybe one basic number should have been used for these studies to keep these all in order by route number, rather then by agency and then route number. This has created two separate runs on the shelves, one behind the other. The town planning reports issued by the Dept. of Community Affairs will be classified this way regardless of what division of the Dept. was responsible for report. This will keep all reports in alphabetical order by town and all reports concerning one town together.

The subject headings used on both the public hearing transcripts and the environmental impact statements are not correct L. C. headings.

Examples

Interstate Route 91 - Middletown, Conn.
State Route 44 - Canton, Conn.
U.S. Route 1 - New London, Conn.

For studies on specific state routes, L. C. prefers to use the heading "ROADS - GEOGRAPHIC NAME" rather than a heading for the specific state route. Federal roads used as subject headings take the form "UNITED STATES HIGHWAY #" rather than "U.S. Route #" which is used at the State Library.

No title cards for public hearing transcripts or environmental impact statements are made unless there is a distinct title. The title of these reports usually begin with the same words if the beginning of the title can be determined at all. A number of reports have had title cards made in the past but these could be pulled from the catalog if time permits and crossed off the main entry.

A classification scheme for documents of the General Assembly was developed in the late 1960's.

D Au24 uc hc	for the report on U Conn's Health Center
D Au24 ucst asg	for the report on U Conn's Stamford Branch Associated Student Government.

Other sequences could have been developed but were not, i.e., reports on hospitals, community colleges, vocational schools, and other types of courts.

Public hearing transcripts have all been classed in D H533ph although they are now issued by the Dept. of Transportation, rather then the Highway Commissioner's Office. The third line of the call number is the route number the hearing is concerned with, and the fourth line is one or two letters from the name of the town (s) affected by the road work.

For a hearing on a city street, the first three letters of the name of the city are used in place of the route number and the fourth line is one or two letters from the name of the concerned street (s). For cities or towns with two word names the first letter of each word in used, i.e. New Haven, New London, West Hartford, West Haven, etc.

Examples

Call Number	Title of work
D H533ph 25 t	Public hearing transcript, combined layout and open space for relocation of Route 25, Trumbul Conn.
D H533ph 91 & 291 w	Public hearing transcript: Interstate Routes 9 and 291 ... Held in ... Windsor, Conn.
D H533ph 84 v,t,s	Public hearing transcript; construction of Interstate 84 in the towns of Vernon, Tolland, and Stafford.
D Au24 dan oL	Public hearing transcript, realignment of Old Ridgebury Road in the city of Danbury.
D Au24 nh c	Public hearing transcript, widening of Church St. in the city of New Haven.

G25	Connecticut.	General	Assembly.	
G251	"	"	"	Commissions.
G252	"	"	"	Committees.
G253	"	"	"	House.
G255	"	"	"	Interim...
G256	"	"	"	Joint.. [illegible]
G257	"	"	"	Senate
G259	"	"	"	Special

Before this time, reports of commissions and committees of the Assembly were cuttered to the subject they were concerned with, which was usually the cutter for another state agency. For example, the reports of the Committee on the Connecticut State Prison and the documents of the state prisons are all classed in D P932.

A classification schedule for the documents of the State Judicial Dept. was developed during the law reclassification project, but unlike General Assembly Committee reports, older publications were reclassed.

In 1971, a reclassification project was began in the D collection but never completed. Apparently it was an attempt to expand the D collection, by using two letters before the cutter number rather than the standard one letter. However, two letters were only used in combination with 2 numbers. The letters A-C were completed.

The merit of such a reclassification project seems questionable because there are 26,000+ combinations of cutter numbers using the standard cutter tables. Considering the fact that we add lower case letters to the basic cutter for sub-divisions of an agency, this would quadruple the number of possibilities for basic cutters for Connecticut agencies; a number that should suffice for a long time.

"Dh Collection"

At the end of the "D" shelflist is a section called the "Dh" collection which consists of stenographer's notes of committees of the General Assembly.

Volumes for 1965- are located in the 3rd floor stacks directly behind the author-title catalog. Earlier volumes are kept in Vault 3.

New volumes were checked in on the shelflist card up until 1967. After that date, they were not checked in anywhere. Complete card sets exist for the stenographer's notes of each committee cataloged before 1967. The notes of any committee that began after 1967 have probably not been cataloged at all.

cutter for Bureau or Department, as Connnecticut. University.
is 7
A883

Consult your shelf list for correct cutter number to use.

An exception to the above is made for General Assembly for which a special classification has been worked out as follows:

G25	Connecticut.	General	Assembly.	
G251	"	"	"	Commissions.
G252	"	"	"	Committees.
G253	"	"	"	House.
G255.	"	"	"	Interim...
G256	"	"	"	Joint...
G257	"	"	"	Senate
G259	"	"	"	Special.

BINDING

Library routines established for the binding of serials and separates should be sufficient for binding of state publications. The following guidelines may be used by libraries without established routines:

A. Periodicals- Bind complete volumes with title page, contents, and index.

B. Monographs issued in series, (e.g. Agricultural Experiment Station Bulletins)- collect consecutively numbered issues until a volume 2 1/2" to 3" in size is obtained. Bind as a serial with name of state agency, title of publication and inclusive numbers lettered on spine.

C. Monographs not in series- Bind seperately if large enough. Otherwise place in pamphlet binders or retain unbound.

D. Annual publications superseded each year by new edition- Retain unbound, or if use justifies, place in pamphlet binders.

E. Miscellaneous folders, leaflets, mimeograph reports, etc.- Retain in manila folders in vertical file or in pamphlet boxes on shelves.

RETENTION AND DISPOSAL OF DOCUMENTS

The Depsoitory must keep all documents (except superseded items) for a minimum of 5 years. When weeding State Documents, the Depository shall offer the State Library the opportunity to claim the unneeded documents for use in the State Library or other depository libraries.

Superseded items may simply be discarded by all depositories. Examples of superseded items are: any publication cumulated in later issues after the later cumulation is received; any revised publication after the revised publication is received; separates upon receipt of final bound volumes.

LENDING

Each library is encouraged to circulate state documents to its patrons, in line with its policies for lending other materials. Certain publications may need to be placed in "Reference" or on Reserve. All state documents should be available through interlibrary loan.

All publications of which the State Library has two copies are available through interlibrary loan.

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
231 CAPITOL AVENUE • HARTFORD, CONNECTICUT 06115

STATE of CONNECTICUT
BASIC REFERERENCE SOURCES

Prepared by GOVERNMENT DOCUMENTS UNIT, April 1980

GOVERNMENT

1. Register and manual. Conn. Secretary of the State. Annual. (D/R26)
2. Digest of administrative reports to the Governor. Conn. Dept. of Administrative Services. Annual. (D/F40/d)
3. Budget report. Conn. Governor. Annual (D/G746b)
4. Municipal digest; state administered financial and technical aid programs. Conn. Office of Policy and Management. Intergovernmental Relations Division. Irregular. (D/P761i/mun)
5. Checklist of publications of Connecticut state agencies. Conn. State Library. Monthly. (D/St292/che)

LAWS and REGULATIONS

1. General statutes of Connecticut. Conn. Secretary of the State. Biennial. (345.2/C762)
2. Legislative record index. Conn. General Assembly. Annual. (D/G25/Le)
3. Roll, committee and rules of the General Assembly. Office of Legislative Management. Annual. (D/R259)
4. Summary of public acts. Conn. General Assembly. Office of Legislative Research. Annual. (D/L55/sum)
5. Regulations of Connecticut state agencies. Conn. Commission on Official Legal Publications. Irregular. (345.2/C762)
6. Connecticut law journal. Conn. Commission on Official Legal Publications. Weekly. (345.7/C76)

(OVER)

STATISTICS

1. Connecticut market data. Conn. Dept. of Economic Development. Annual. (D/Ec55/cmd)
2. Registrations report of births, marriages, divorces and deaths. Conn. State Dept. of Health Services. Bureau of Vital Statistics. Annual. (D/V83)
3. Estimated populations in Connecticut. Conn. State Dept. of Health Services. Annual. (D/H342/es)
4. Report. Conn. Council of Economic Advisors. Annual. (D/Co95/re)
5. Connecticut labor situation. Conn. Labor Dept. Employment Security Division. Monthly. (D/L113emp/Ls)
6. Uniform crime reports. Conn. Dept. of Public Safety. Annual. (D/P716ucr)
7. Quarterly crime index. Conn. Division of State Police. Quarterly. (D/P9617sp/eriq)
8. Construction activity authorized by building permits; Housing units in Connecticut. Conn. Dept. of Housing. Annual. (D/H818/cons)
9. Digest of educational statistics. Conn. State Dept. of Education Annual. (D/Ed83/cond)
10. Population projections for Connecticut municipalities and regions to the year 2000. Conn. Office of Policy and Management. Comprehensive Planning Division. 1980. (D/P761cpL/pop/1980)
11. Information relative to the assessment and collection of taxes. Conn. Dept. of Revenue Service. Annual. (D/T19/i)
12. Quadrennial report of indebtedness, receipt and expenditures of municipalities. Conn. Dept. of Revenue Services. Quadrennial. (D/T19/qrir)
13. Connecticut annual planning information. Conn. Labor Dept. Employment Security Division. Annual. (D/L113emp/api)
14. Report of the Judicial Department. Conn. Judicial Dept. Biennial. (D/Ju100/re)

COURTS

1. Connecticut reports. Conn. Commission on Official Legal Publications. Irregualr. (345.7/C714)
2. Connecticut supplement. Conn. Commission on Official Legal Publications. Irregular. (345.7/C724)
3. Connecticut digest. Conn. Commission on Official Legal Publications. Irregular. (345.7/C713p)

CRITERIA FOR SELECTION OF DEPOSITORY LIBRARIES

1. Any public library; any special library; any community college, state college, or state university library; the library of any incorporated college or university may be designated as a depository provided that all other qualifications are met. Geographical distribution will be considered.

2. In order to be designated as a depository, a library shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient ground for cancellation of the contract between the State and the library.

   a) Provide space to house the documents. State documents need not be maintained in a separate collection unless the receiving library prefers to do so.

   b) Maintain orderly, systematic records of receipt of the documents.

   c) Process and make available all state documents within a reasonable period.

   d) Assign the responsibility for the state documents collection to a department headed by a professionally-trained librarian.

   e) Dispose of documents only in accordance with disposal policies established by the State Library.

   f) Accept and maintain the core collection specified by the State Library.

   g) Provide that the documents be available for public use at least 45 hours per week and be available during weekend or evening hours, unless for some unusual reason it becomes necessary to restrict use. College, university and special libraries that are depositories must be willing to lend through interlibrary loan and to permit public access to the documents within the library. Public libraries are encouraged to lend documents through Connecticard and interlibrary loan.

   h) Agree to permit the State Librarian, or his representative to inspect the document collection periodically.

Telephone: 566-4971

TO: AGENCY REPRESENTATIVES

FROM: BETSY BERRY, STATE DOCUMENTS LIBRARIAN

Under P.A. 77-561, Connecticut state agencies are required to deposit copies of publications with the State Library. The State Library is also required to publish a monthly list of these publications. We need certain information to make the Checklist of Publications of Connecticut State Agencies of maximum benefit to the public and to the issuing agencies. Please fill out one of the attached forms for each publication and send it with the publication to:

Joanne Duzik
Acquisitions Unit
Conn. State Library
Hartford, Ct. 06115
Telephone: 566-7763

1. Please give name and addres of the person to whom requests for copies of the publication should be directed.

2. Include price, if any.

3. If there are restrictions on distribution, please tell us. For example: Available only to libraries or schools.

4. Do not use this form for every issue of a publication issued frequently (i.e. more than twice a year). Use it to inform us of changes of name, price, address, etc.

5. Please try to sent at least 10 copies.

If you would like to be put on the mailing list for the Checklist of Publications of Connecticut State Agencies, please let me know.

Thank you for your cooperation.

9/78

STATE OF CONNECTICUT PUBLICATION TO BE DEPOSITED WITH THE STATE LIBRARY

(Please submit this form along with   copies of the publication).

Title:____

____

Number of copies enclosed:____________________

_____Publication is not available for public distribution

_____Publication is available for public distribution from:

Name:__________________________________

Address:_______________________________

Telephone:_____________________________

_____free $_______Price

Additional information:________________________

____

Publication should be sent to:

Joanne Duzik
Acquisitions Unit
Conn. State Library
Hartford, Ct. 06115
566-7763

9/78

______________________________, located in ______________ ______________
(Library) (City) (County)

would like to become a depository for Connecticut state documents.

Circle one:

1. Type of Library: Public University Four-Year College
Two-Year College Other

2. Total number of volumes in collection:
0 to 50,000
50,000 to 100,000
more than 100,000

3. Approximate number of Connecticut state documents in your present collection:
0 to 1,000
1,000 to 10,000
more than 10,000

4. Hours per week your library is open:
0 to 20
20 to 44
45 to 65
more than 65

5. Weekend hours per week your library is open:
0
1-5
6-10
more than 10

7. Is your library open to the general public? Yes No

8. Are you willing to loan documents through interlibrary loan? Yes No

9. Are you willing to loan documents through Connecticard? Yes No

10. Is there a professionally trained librarian to accept charge of the collection? Yes No

STATE DOCUMENTS DEPOSITORY CONTRACT

In accordance with the provisions of Public Act 77-561, the ______________________________ Library hereby makes application as a despository library for state documents. In signing this contract, the library agrees to meet and maintain the Criteria for Depository Libraries established by the State Library and approved by the State Library Board.

This contract may be terminated by either party upon 3 months written notice to the other.

Date

Librarian responsible
for State Documents

Head Librarian

Library

Address

FL

D. Forms and form letters

M. Studies, surveys and workshops

FL:D 1B

NOTICE TO SUBSCRIBERS OF FLORIDA PUBLIC DOCUMENTS

1979 Annual List
Florida Public Documents

You have recently received the 1979 annual cumulation of *Florida Public Documents*. Coverage of this issue includes entries found in the monthly issues of March 1979 through January 1980. The January 1979 and February 1979 monthly issues were cumulated in the 1978 annual list.

This pattern evolved a few years ago by including January entries in order to cover December or late year issues of newsletters or serial publications for the year that they were dated. The publishing schedule of the many agencies prevents doing this with any consistency and it is our judgement that the annual list should represent those items *distributed* during the calendar year and should replace all monthly issues for January through December.

We will return to the calendar year annual cumulation with the 1981 issues. The 1980 annual *Florida Public Documents* will cover February 1980 through December 1980.

This NOTICE can be affixed inside the cover of the 1979 annual *Florida Public Documents* for permanent retention and ready reference.

FL:M

FLORIDA PUBLIC DOCUMENTS

WORKSHOP

OCTOBER 28, 1977

125

STATE DEPOSITORY LIBRARY WORKSHOP
State Library of Florida
R. A. Gray Building
Tallahassee
October 28, 1977

PROGRAM

9:00 - 9:45	Coffee -- socialize -- gather -- ROOM 120
9:45	Welcome - Director, State Library of Florida
9:55	Administration of the depository program - Patty Paul (Support, problems, guidelines, exchange & discard) Discussion
11:00	Break
11:15	Distribution and shipments - Dorothy Williams Discussion
12:00 - 1:30	LUNCH
1:30	Methods of handling documents Jane Patton - Northwest Regional Library System Sam Boldrick - Miami-Dade Public Library System Frances Eubank - University of West Florida KWIC Index
2:45	Use of documents - Patty Paul
3:15 - 4:00	Visit State Library documents area

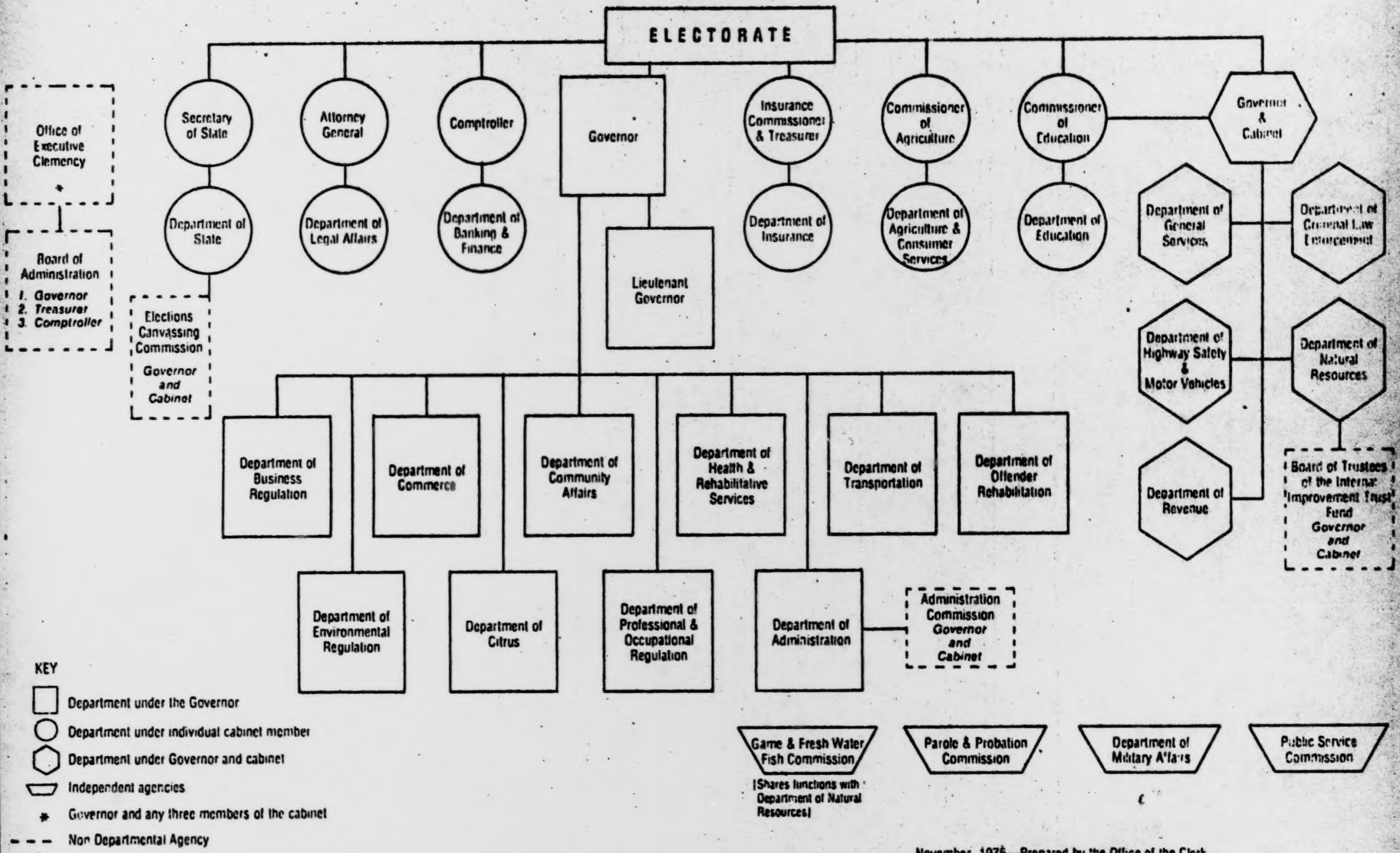
We are very happy you came,

have a safe trip home!

[pages 2 through 13]

NOTE: The above pages of this handout included copies of the basic documents and guidelines of the Florida Depository Program which are on file in the "Documents on Documents" set.

Executive Department Organization


ELECTORATE
Secretary of State
Attorney General
Comptroller
Governor
Insurance Commissioner & Treasurer
Commissioner of Agriculture
Commissioner of Education
Governor & Cabinet
Office of Executive Clemency *
Board of Administration
1. Governor
2. Treasurer
3. Comptroller
Department of State
Department of Legal Affairs
Department of Banking & Finance
Lieutenant Governor
Department of Insurance
Department of Agriculture & Consumer Services
Department of Education
Department of General Services
Department of Criminal Law Enforcement
Elections Canvassing Commission
Governor and Cabinet
Department of Highway Safety & Motor Vehicles
Department of Natural Resources
Department of Business Regulation
Department of Commerce
Department of Community Affairs
Department of Health & Rehabilitative Services
Department of Transportation
Department of Offender Rehabilitation
Department of Revenue
Board of Trustees of the Internal Improvement Trust Fund
Governor and Cabinet
Department of Environmental Regulation
Department of Citrus
Department of Professional & Occupational Regulation
Department of Administration
Administration Commission
Governor and Cabinet
Game & Fresh Water Fish Commission
(Shares functions with Department of Natural Resources)
Parole & Probation Commission
Department of Military Affairs
Public Service Commission
KEY
Department under the Governor
Department under individual cabinet member
Department under Governor and cabinet
Independent agencies
* Governor and any three members of the cabinet
- - - Non Departmental Agency

November, 1976—Prepared by the Office of the Clerk
Florida House of Representatives

BEST COPY AVAILABLE

A directory of STATE AGENCIES

Administration, Board of

Ernest C. Frohboese, Exec. Dir.
Ambassador Office Park
2005-135 Apalachee Pkwy.
P. O. Drawer 5318
Tallahassee, 32302
(904) 488-4406

Administration, Dept. of

Lt. Governor Jim Williams,
Secretary
Room 311, Carlton Building
Tallahassee, 32304
(904) 488-7911

Wallace W. Henderson, Asst. Sec'y
Room 311, Carlton Building
Tallahassee, 32304
(904) 488-1929

Divisions

Budget
Joseph P. Cresse, Director
Room 404, Carlton Bldg.
Tallahassee, 32304
(904) 488-8218

Personnel
Conley M. Kennison, Dir.
Room 435, Carlton Bldg.
Tallahassee, 32304
(904) 488-4116

State Planning
Randolph G. Whittle, Acting
Director
660 Apalachee Parkway
Tallahassee, 32301
(904) 488-1115

Bureau of Criminal Justice
Planning & Assistance
Charles R. Devoll, Bureau
Chief
301 Bryant Building
620 S. Meridian Street
Tallahassee, 32304
(904) 488-6001

Retirement
Robert L. Kennedy, Director
Rm. 530, Carlton Building
Tallahassee, 32304
(904) 488-5541

Administrative Hearings
Kenneth G. Oertel, Director
Rm. 110, Collins Building
Tallahassee, 32304
(904) 488-0705

(Mailing address for above officials is: 530 Carlton Building, Tallahassee, 32304)

Agriculture & Consumer Services, Dept. of

Doyle Conner
Commissioner of Agriculture
The Capitol
Tallahassee, 32304
(904) 488-3022

Divisions

Consumer Services
Jane Robinson, Director
Mayo Building
Tallahassee, 32304
(904) 488-2221

Dairy Industry
Jay Boosinger, Director
Mayo Building
Tallahassee, 32304
(904) 488-1450

Administration
John Shipp, Director
Room 116, The Capitol
Tallahassee, 32304
(904) 488-5321

Animal Industry
Dr. C. L. Campbell, Dir.
Mayo Building
Tallahassee, 32304
(904) 488-7747

Chemistry
Dr. C. H. Van Middelem, Dir.
Lab Complex
Tallahassee, 32304
(904) 488-0295

Forestry
John Bethea, Director
Collins Building
Tallahassee, 32304
(904) 488-4274

Fruit & Vegetable Inspection
H. M. Riley, Director
P. O. Box 1072
Winter Haven, 33880
(813) 294-3511

Inspection
Vincent Giglio, Director
Mayo Building
Tallahassee, 32304
(904) 488-3731

Marketing
John D. Stiles, Director
Mayo Building
Tallahassee, 32304
(904) 488-4031

Plant Industry
Halwin L. Jones, Director
P. O. Box 1269
Gainesville, 32602
(904) 372-3505

Standards
Sydney Andrews, Director
Lab Complex
Tallahassee, 32304
(904) 488-0645

Attorney General — (See Legal Affairs)

Auditor General, Office of

Ernest Ellison, Auditor General
Room 231, Holland Building
P. O. Box 1735
Tallahassee, 32302
(904) 488-5534

Banking & Finance, Dept. of

Gerald A. Lewis, Comptroller
The Capitol
Tallahassee, 32304
(904) 488-0370

Business Regulation, Dept. of

J. Jackson Walter, Executive Director
Johns Building
725 S. Bronough Street
Tallahassee, 32304
(904) 488-7114

Divisions

Pari-Mutuel Wagering
Doug Morris, Director
Room 510
1350 N. W. 12th Avenue
Miami, 33136
(305) 325-3475

Hotels & Restaurants
Anthony Ninos, Director
Johns Building
725 S. Bronough Street
Tallahassee, 32304
(904) 488-1133

Fla. Land Sales &
Condominiums
Gordon Pfersich, Director
Brock Building
310 S. Calhoun Street
Tallahassee, 32304
(904) 487-2742

Beverage
Charles A. Nuzum, Director
Johns Building
Tallahassee, 32304
(904) 488-7891

General Regulation
Elizabeth W. Willis, Director
Johns Building
Tallahassee, 32304
(904) 488-3048

Board of Business Regulation
Richard A. Pallot, Chairman
Walter S. McLin III
Mildred Raveriell
Edmond J. Gong
W. M. Sanderlin

Citrus, Department of

Edward A. Taylor, Exec. Dir.
P. O. Box 148
Lakeland, 33802
(813) 682-0171

Commerce, Dept. of

Edward J. Trombetta, Secretary
510 Collins Building
Tallahassee, 32304
(904) 488-3104

C. Bette Wimbish, Asst. Sec'y
510 Collins Building
Tallahassee, 32304
(904) 488-4398

Bicentennial Commission
Bill Adams, Director
110 North Magnolia
Tallahassee, 32301
(904) 488-1976

Industrial Relations Commission
Elmer Friday, Chairman
215 Ashley Building
Tallahassee, 32301
(904) 488-4082

Public Employees Relations
Commission
Leonard Carson, Chairman
Suite 105, 2005 Apalachee Pkwy.
Tallahassee, 32301
(904) 488-8641

Divisions

Economic Development
Joseph K. Hennessy, Dir.
G-30 Collins Building
Tallahassee, 32304
(904) 488-6300

Employment Security
Andrew J. McMullian III, Dir.
201 Caldwell Building
Tallahassee, 32304
(904) 488-7228

Labor
Steve Campora, Director
200 Ashley Building
Tallahassee, 32301
(904) 488-7396

Tourism
Robert E. Whitley, Director
505 Collins Building
Tallahassee, 32304
(904) 488-5606

Community Affairs, Dept. of

William H. Ravenell, Secretary
The Howard Building
2571 Executive Center Circle, E
Tallahassee, 32301
(904) 488-6466

Mrs. Joan Heggen, Deputy Sec'y
The Howard Building
2571 Executive Center Circle, E
Tallahassee, 32301
(904) 488-8466

Divisions

Florida Commission on
Human Relations
Dr. Norman A. Jackson, Exec.
Director
Howard Building
2571 Executive Center Circle, E
Tallahassee, 32301
(904) 488-7082

Div. of Community Services
Robert Guttman, Director
2571 Executive Center Circle, E
Tallahassee, 32301
(904) 488-7572

Div. of Disaster Preparedness
Herbert W. Johnson, Dir.
Capital Office Plaza
1720 S. Gadsden Street
Tallahassee, 32301
(904) 488-1320

Officer of Manpower Planning
Edward A. Feaver, Director
1801 S. Gadsden Street
Tallahassee, 32301
(904) 488-9180

Div. of Technical Assistance
John Sidor, Jr., Director
Howard Building
2571 Exec. Center Circle, E
Tallahassee, 32301
(904) 488-2356

Div. of Veterans Affairs
W. B. Mackall, Director
P. O. Box 1437
St. Petersburg, 33731
(813) 898-4443

Comptroller — (See Banking)

Criminal Law Enforcement, Department of

William A. Troelstrup, Comm.
P. O. Box 1489
Tallahassee, 32302
(904) 488-8771

Divisions

Law Enforcement
Director to be announced
P. O. Box 1489
Tallahassee, 32302
(904) 488-7331

Criminal Justice Information Systems
Emory B. Williams, Dir.
P. O. Box 1489
Tallahassee, 32302
(904) 488-8852

Staff Services
Fred Johns, Director
P. O. Box 1489
Tallahassee, 32302
(904) 488-2279

Standards & Training
Neal Chamelin, Director
P. O. Box 1489
Tallahassee, 32302
(904) 488-8556

Education, Dept. of

Ralph D. Turlington
Commissioner of Education
The Capitol
Tallahassee, 32304
(904) 488-3115

Divisions

Community Colleges
Dr. Lee Henderson, Director
310 Collins Building
Tallahassee, 32304
(904) 488-1721

Public Schools
Woodrow Darden, Director
523 Knott Building
Tallahassee, 32304
(904) 488-2601

Universities
E. T. York, Chancellor
210 Collins Building
Tallahassee, 32304
(904) 488-4234

Vocational Education
Joe Mills, Director
204 Knott Building
Tallahassee, 32304
(904) 488-8961

Environmental Regulation, Department of

Joseph W. Landers, Jr., Secretary
Montgomery Building
2562 Exec. Center Circle, East
Tallahassee, 32301
(904) 488-4807

Ethics Commission

Lawrence A. Gonzalez, Exec. Dir.
338 Holland Building
P. O. Box 6
Tallahassee, 32302
(904) 488-7864

Executive Clemency, Office of

Mrs. Alice S. Ragsdale, Coordinator
2009 Apalachee Parkway
Tallahassee, 32301
(904) 488-2952

Fire Marshal — (See Insurance)

Fla. Board of Bar Examiners

James B. Tippin, Jr., Exec. Dir.
1300 East Park Avenue
Tallahassee, 32301
(904) 487-1292

Game & Fresh Water Fish Commission

Col. Robert W. Brantley, Director
620 S. Meridian Street
101 Bryant Building
Tallahassee, 32304
(904) 488-2975

General Services, Dept. of

Jack D. Kane, Executive Director
(Resigning as of May 31, 1977)
115 Larson Building
Tallahassee, 32304
(904) 488-2786

Leonard L. Melton, Asst. Exec. Director
115 Larson Building
Tallahassee, 32304
(904) 488-3341

Divisions

Administration
Richard P. Wilson, Director
616 Larson Building
Tallahassee, 32304
(904) 488-0968

Bond Finance
Craig Dunlap, Acting Director
627 Larson Building
Tallahassee, 32304
(904) 488-4782

Building Construction & Property Management
Albert E. Bass, Director
507-A Larson Building
Tallahassee, 32304
(904) 488-2774

Communications
Donald Allen, Director
615 Larson Building
Tallahassee, 32304
(904) 488-3595

Electronic Data Processing
J. Robert Ippolito, Director
217 Ambassador Building
2005 Apalachee Parkway
Tallahassee, 32301
(904) 488-4573

Motor Pools
Robert Stanton, Director
G-47 Larson Building
Tallahassee, 32304
(904) 488-4099

Purchasing
John J. Hittinger, Director
518 Larson Building
Tallahassee, 32304
(904) 488-1194

Security
Nathan Sharron, Director
618 Larson Building
Tallahassee, 32304
(904) 488-2700

Surplus Property
R. C. Covington, Director
470 Larson Building
Tallahassee, 32304
(904) 488-3524

Governor

Hon. Reubin O'D. Askew
The Capitol
Tallahassee, 32304
(904) 488-1900

Health & Rehabilitative Services, Dept. of

William J. Page, Jr., Secretary
1323 Winewood Boulevard
Tallahassee, 32301
(904) 488-7721

David R. Beecher, Dep. Sec'y
1323 Winewood Boulevard
Tallahassee, 32301
(904) 488-7721

George Van Staden, Asst. Sec'y for Administration
1317 Winewood Boulevard
Tallahassee, 32301
(904) 488-7851

David H. Pingree, Asst. Sec'y for Operations
1323 Winewood Boulevard
Tallahassee, 32301
(904) 488-8304

Jacquelyne Gallop, Asst. Sec'y for Program Planning & Development
1323 Winewood Boulevard
Tallahassee, 32301
(904) 488-7721

PROGRAM OFFICES

Youth Services
Allan C. Hubanks, Director
1317 Winewood Boulevard
Tallahassee, 32301
(904) 488-8762

Mental Health
Robert R. Furlough, Acting Director
1323 Winewood Boulevard
Tallahassee, 32301
(904) 488-8304

Retardation
Francis Kelley, Director
1311 Winewood Boulevard
Tallahassee, 32301
(904) 488-4257

Vocational Rehabilitation
Dr. Jack Hutchinson, Dir.
1309 Winewood Boulevard
Tallahassee, 32301
(904) 488-8210

Social & Economic Services
Charles Hall, Director
1311 Winewood Boulevard
Tallahassee, 32301
(904) 488-2380

Health
E. Charlton Prather, M. D., Dir.
1323 Winewood Boulevard
Tallahassee, 32301
(904) 487-2945

Children's Medical Services
Dr. Julie St. Petery, Director
1323 Winewood Boulevard
Tallahassee, 32301
(904) 487-2690

Aging & Adult Services
E. Bentley Lipscomb, Dir.
1323 Winewood Boulevard
Tallahassee, 32301
(904) 488-2650

Highway Safety & Motor Vehicles, Dept. of

Ralph Davis, Executive Director
Neil Kirkman Building
Tallahassee, 32304
(904) 488-8438

Divisions

Florida Highway Patrol
Col. J. E. Beach, Director
Neil Kirkman Building
Tallahassee, 32304
(904) 488-6517

Motor Vehicles
John Calvin, Director
Neil Kirkman Building
Tallahassee, 32304
(904) 488-6084

Driver Licenses
Maj. C. W. Keith, Director
Neil Kirkman Building
Tallahassee, 32304
(904) 488-3144

Administrative Services
Audry Carter, Director
Neil Kirkman Building
Tallahassee, 32304
(904) 488-1404

• Insurance, Department of

William Gunter, Treasurer and
Insurance Commissioner
The Capitol
allahassee, 32304
904) 488-7059

Divisions

State Fire Marshal
Olin L. Greene, Director
Rm. 447, Larson Building
Tallahassee, 32304
(904) 488-8268

Joint Legislative Management Committee

Thomas L. Wade III, Exec. Dir.
Holland Building
Tallahassee, 32304
(904) 488-4173

Legal Affairs, Department of

Robert L. Shevin
Attorney General
The Capitol
Tallahassee, 32304
(904) 488-2490

Lt. Governor – (See Dept. of Administration)

Military Affairs, Dept. of

Maj. Gen. Kennedy C. Bullard
Adjutant General
tate Arsenal
St. Augustine, 32084
(904) 829-2231

Natural Resources, Dept. of

Harmon Shields, Exec. Director
Crown Building, Room 620
Tallahassee, 32304
(904) 488-1555

Divisions

Marine Resources
Ed Joyce, Director
Crown Building, Rm. 530
Tallahassee, 32304
(904) 488-6058

Resource Management
Charles Sanders, Director
Pennington Building, Rm. 206
Tallahassee, 32304
(904) 488-7500

Administrative Services
C. B. Davies, Director
Crown Building, Rm. 122
Tallahassee, 32304
(904) 488-8589

Recreation and Parks
Ney C. Landrum, Director
601 Larson Building
Tallahassee, 32304
(904) 488-6131

Law Enforcement
Cliff Willis, Director
Crown Building, Rm. 638
Tallahassee, 32304
(904) 488-6559

Offender Rehabilitation, Department of

Louie L. Wainwright, Secretary
1311 Winewood Boulevard*
Tallahassee, 32301
(904) 488-7480

Deputy Secretary – vacant

David D. Bachman*
Asst. Sec'y for Operations
(904) 488-8181

T. P. Jones*
Asst. Sec'y for Programs
(904) 488-9940

Paul A. Skelton, Jr.*
Asst. Sec'y for OMB
(904) 488-3800

Ronald B. Jones, Director*
Adult Services Program Office
(904) 487-1647

Gerald Mills, Director*
Community Services Program Office
(904) 487-2539

Benjamin Groomes, Director*
Health & Education Program Office
(904) 487-2270

Jack Blanton, Director*
Youth Services Program Office
(904) 488-1140
(* Address same as above)

REGIONAL DIRECTORS

Region I
Garrie Curlee
P. O. Box 1526
Marianna, 32446
(904) 526-3651

Region II
Ramon Gray
2002 N. W. 13th Street
Suite 102
Gainesville, 32601
(904) 376-1150

Region III
Herbert C. Kelley
5401 Kirkman Road
Suite 420
Orlando, 32805
(305) 351-3700

Region IV
Janet McCardel, Ph. D.
7300 North Kendall Drive
Suite 601
Miami, 33156
(305) 325-2892

Region V
Francis M. Otts
5422 West Bay Center Drive
Suite 101
Tampa, 33609
(813) 272-3860

Pardon Board – (See Office of Executive Clemency)

Parole & Probation Commission

Paul Murchek, Director
1117 Thomasville Road
P. O. Box 3168
Tallahassee, Fla. 32302
(904) 488-1116

Members of Commission
Charles J. Scriven, Chairman
J. Hopps Barker
Maurice G. Crockett
Armond R. Cross
Ray E. Howard
Anabel P. Mitchell
Roy W. Russell
Louie L. Wainwright

Professional & Occupational Regulation, Dept. of

Dorothy W. Glisson, Secretary
2009 Apalachee Parkway
Tallahassee, 32301
(904) 488-6602

Prosecution Coordination Office

C. L. Fordham, Jr., Exec. Dir.
216 West College Avenue
Flagship Bank Building
Tallahassee, 32301
(904) 487-2480

Public Counsel, Office of the

Larry Levy, Public Counsel
Room 308, Holland Building
Tallahassee, 32304
(904) 488-9330

Public Service Commission

Jack Dodd, Executive Director
700 S. Adams Street
Tallahassee, 32304
(904) 488-7868

Resource Recovery Council

Franchot Buhler, Exec. Director
Rm. 200, Montgomery Building
2562 Exec. Center Circle, East
Tallahassee, 32301
(904) 488-0140

Revenue, Department of

Harry L. Coe, Jr., Exec. Director
102 Carlton Building
Tallahassee, 32304
(904) 488-5846

State, Department of

Bruce A. Smathers
Secretary of State
The Capitol
Tallahassee, 32304
(904) 488-8472

Transportation, Dept. of

Tom B. Webb, Jr., Secretary
Haydon Burns Building
Tallahassee, 32304
(904) 488-6721

Divisions

Administration
Billy G. Pelham, Director
Haydon Burns Building
Tallahassee, 32304
(904) 488-8811

Road Operations
Jay W. Brown, Director
Haydon Burns Building
Tallahassee, 32304
(904) 488-7340

Planning & Programming
Ray G. L'Amoreaux, Director
Haydon Burns Building
Tallahassee, 32304
(904) 488-3329

Mass Transit Operations
William W. Miller, Director
Haydon Burns Building
Tallahassee, 32304
(904) 488-8261

Treasurer – (See Dept. of Insurance)

INFORMATION TELEPHONE NUMBERS

State of Florida
Telephone Information Number
All State Agencies
(904) 488-1234

Consumer Complaints
Dept. of Agriculture and Consumer Services
(toll free)
1-800-342-2176

Consumer Information on Investor Owned Utilities
Public Service Commission
(toll free)
1-800-342-3552

Insurance Consumer Information
Department of Insurance
(toll free)
1-800-342-0822

Legislative Information
During Session
March 28 to June 17, 1977
(toll free)
1-800-342-1827

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GA

D. Forms and form letters

F. Legislation and legal materials

G. Mailing lists

11/7/80

GA:D

GEORGIA STATE LIBRARY
301 JUDICIAL BUILDING
ATLANTA, GA. 30334
State Government's Law and Reference Library

April 27, 1978

MEMORANDUM

TO: Heads of Each Department and Institution
Within the Executive Branch of State Government

FROM: Donn L. Odom DLO
State Librarian

RE: Notice Relating to Act No. 1490 (H.B. No. 1431),
Ga. Laws 1978, p.____

The captioned Act, signed by the Governor on and effective as of April 11, 1978, provides for the submission on or before December 1 of each year by each department and institution within the executive branch of State government of a report to the State Librarian containing a list by title of all public documents published or issued by such department or institution during the preceding State of Georgia fiscal year. It further provides that a statement shall accompany the report noting the frequency of publication of each public document.

Please note that this legislation provides, pertinent to the emphasis given here, for submission annually of a list of public documents; it is not to be confused with Ga. Code § 101-203, derived from an ancient statute still in effect, providing for the deposit of public documents with the State Librarian.

The heads of each such department and institution are kindly requested to call this memorandum to the attention of the person or persons in their organizations charged with the responsibility of compiling and submitting the report.

Inquiries should be directed to Ms. Elaine Poliakoff, Public Documents Librarian, at the address shown on this letterhead (telephone number 656-3468).

Your cooperation in assisting with the implementation of this new law is appreciated.

DLO:brs

H. B. No. 1431
By: Representative Richardson of the 52nd

GA:F

A BILL TO BE ENTITLED

AN ACT

To amend Code Section 101-202, relating to the distribution of public documents by the State Librarian to public libraries and to public institutions of learning maintaining libraries in Georgia, so as to provide for the submission on or before December 1 of each year by each department and institution within the executive branch of State government of a report to the State Librarian containing a list by title of all public documents published or issued by such department or institution during the preceding State of Georgia fiscal year and a statement noting the frequency of publication of each public document; also to provide that the State Librarian may disseminate copies of the lists, or such parts thereof, in such form as the State Librarian, in his or her discretion, deems shall best serve the public interest; to provide an effective date; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

Section 1. Code Section 101-202, relating to the distribution of public documents by the State Librarian to public libraries and to public institutions of learning maintaining libraries in Georgia, is hereby amended by adding thereto a new paragraph, to read as follows:

> "Each department and institution within the executive branch of State government shall make a report on or before December 1 of each year to the State Librarian containing a list by title of all public documents published or issued by such department or

institution during the preceding State of Georgia fiscal year. The report shall also contain a statement noting the frequency of publication of each such public document. The State Librarian may disseminate copies of the lists, or such parts thereof, in such form as the State Librarian, in his or her discretion, deems shall best serve the public interest."

Section 2. This Act shall become effective upon its approval by the Governor or upon its becoming law without his approval.

Section 3. All laws and parts of laws in conflict with this Act are hereby repealed.

Troup-Harris-Coweta Regional Lib
114 Church Street
LaGrange, Georgia 30240

Kathy Rainer #123
L[illegible] Lanier Regional Library
275 Perry Street
Lawrenceville, GA. 30245

Lithonia Library #188
Lucelen Avenue
Lithonia, GA. 30058

Director, Reference Dept. #124
Middle Georgia Regional Library
911 First Street
Macon, Ga. 31201

Reference Department #21
Washington Memorial Library
1180 Washington Avenue
Macon, Ga. 31201

Director #125
Uncle Remus Regional Library
6[illegible] S. Main Street
M[illegible]ison, Georgia 30650

Director #126
Pine Mountain Regional Library
218 Perry St., N.W.
P.O. Box 508
Manchester, GA. 31816

Director #157
Cobb County Public Library Sys.
30 Atlanta St., S.E.
Marietta, Georgia 30060

Director #127
Colquitt-Thomas Regional Library
204 Fifth Street, S.E.
Moultrie, Georgia 31768

Director #128
Tri-County Regional Library
606 W. First Street
P.O. Box 1547
[illegible], Georgia 30161

Director #129
Statesboro Regional Library
124 S. Main Street
Statesboro, Georgia 30458

952 Leon St.
Stone Mountain, Ga. 30083

Director #130
Screven-Jenkins Regional Library
302 E. Ogeechee Street
Sylvania, Georgia 30467

Director #131
Coastal Plain Regional Library
ABAC Station
Tifton, Georgia 31794

Reid H. Cofer Library #184
4316 Church Street
Tucker, Ga. 30084

Roddelle B. Folsom #132
Director
South Georgia Regional Library
300 Woodrow Wilson Drive
Valdosta, Georgia 31601

Director #151
Ohoopee Regional Library
606 Jackson Street
Vidalia, Georgia 30474

Director #133
Piedmont Regional Library
Midland Avenue
Winder, Georgia 30680

Director #134
Mountain Regional Library
Box 157
Young Harris, Georgia 30582

Librarian #207
Mary Vinson Memorial Library
200 West Hancock Street
Milledgeville, Georgia 31061

Mrs. Juanita Blackwell, Director
Lake Blackshear Regional Library
307 W. Lamar Street
Americus, Georgia 31709
#140

Library #135
Albany Junior College
2400 Gillionville Road
Albany Georgia 31705

Albany State College
Albany, Georgia 31705

GA:G

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#52

Reference Department #65
James Earl Carter Library
Georgia Southwestern College
Americus, Georgia 31709

Ms. Elizabeth Tripp #100
Librarian, 305 S. Milledge Ave.
Clarke Central High School
Athens, Ga. 30606

Library, Ga. Center for Cont.
Education
University of Georgia
Athens, Georgia 30601
ATTN: Ms. Frances Nunn
#153

GA. Economic Forecasting Project
ATTN: Judy Hunter, Coordinator
Business Admin. Building
University of Georgia
Athens, Ga. 30602
#163

Mrs. Doris R. Clute, Librarian
Institute of Geovernment
Terrell Hall
University of Georgia
Athens, Georgia 30602
#182

Law Library #68
Univ. of Ga. Libraries
University of Georgia
Athens, Ga. 30602

Ms. Lyn Thaxton #150
Collection Development Dept.
William Russell Pullen Lib.
100 Decatur Street, S.E.
Atlanta, Georgia 30303

State Documents #180
University of Georgia Libraries
Athens, Georgia 30602

Division of Librarianship
Candler Library
Emory University
Atlanta, Ga. 30322
#142

Documents Center #55
Robert Woodruff
Emory University
Atlanta, Georgia 30322

Law Library #179
Emory University School of Law
Gambrell Hall
Atlanta, Georgia 30322

Miss Mary Edna Anders, #146
Econ. Dev. Div. TDL
Engineering Experiment Station
Georgia Institute of Technology
Atlanta, Georgia 30332

Georgia State University #63
Acquisitions-Serials, Pullen Lib.
100 Decatur Street, S.E.
Atlanta, Georgia 30303

Serial Acquisitions #62
Price Gilbert Mem. Library
Georgia Institute of Technology
Atlanta, Georgia 30332

Clark College #202
240 Chestnut Street, S.W.
Atlanta, Georgia 30314
ATTN: Ollye G. Dairs

Trevor Arnett Library #54
Atlanta University
223 Chestnut Street, S.W.
Atlanta, Ga. 30314

Collection Development #69
Medical College of Ga. Library
Gwinnett Street
Augusta, Georgia 30902

Reese Library, Serials Section
Augusta College
2500 Walton Way
Augusta, Ga. 30904
#101

Library #160
P.O. Box 953
Bainbridge Junior College
Bainbridge, Georgia 31717

Library #159
Gordon Junior College
Barnesville, Georgia 30204

Library #138
Brunswick Junior College
Brunswick, Ga. 31520

Serials Department #77
Sanford Library
West Georgia College
Carrollton, Ga. 30117

Mrs. Gaynelle W. Richardson #90
DeKalb Community College Lib.
Central Campus
555 North Indian Creek Drive
Clarkston, Ga. 30021

Library #70
Middle Georgia College
Cochran, Georgia 31014

Mrs. Dorothy Caspar #102
Columbus College Library
Columbus College
Columbus, Georgia 31907

Acquisitions G&E #71
Stewart Memorial College Lib.
North Georgia College
Dahlonega, Georgia 30533

Library #139
Dalton Junior College
Box 2168
Dalton, Georgia 30720

Mrs. Florence H. Bailey #83
Librarian
Columbia High School
2106 Columbia Drive
Decatur, Georgia 30032

William S. Smith Library #74
South Georgia College
Douglas, Georgia 31533

Georgia Experiment Station #60
Library
Experiment, GA. 30212

Fort Valley State College
Library
Fort Valley, Georgia 31030
#57

Ms. Dorothy Harbin #137
John Harrison Hosch Library
Gainesville Junior College
Box 1358
[illegible]

Gainesville Area Learning -
Service Center #56
School of Social Work
University of Georgia
430 Prior Street, S.E.
Gainesville, Georgia 30501
ATTN: Janet Scott

Library #136
Kennesaw Junior College
Marietta, Georgia 30060

Librarian #175
Southern Technical Institute
Clay Street
Marietta, Georgia 30060

Willet Memorial Library #78
Wesleyan College
4760 Forsyth Road
Macon, Georgia 31205

Library #64
Georgia College
Milledgeville, Georgia 31061

Library #149
Clayton Junior College
Morrow, Georgia 30260

Serials and Document Librarian
Berry College
Mount Berry, Georgia 30149
#79

Library #152
Floyd Junior College
Rome, Georgia 30161

Mrs. Ruth Prantalos #103
Reference Librarian
Armstrong State College. Lib
11935 Abercorn Street
Savannah, Georgia 31406

Savannah State College Lib.
State College Branch
Savannah, Georgia 31404

Lynn Walshak, #66
Documents Librarian
Acquisitions Dept. Library
Ga. Southern College Library
Statesboro, Georgia 30458

Library #161
Emanuel County Junior College
Swainsboro, Georgia 30401

The Library #51
Abraham Baldwin College
ABAC Station
Tifton, Georgia 31704

Coastal Plains Experiment Station
Library
Tifton, Georgia 31794

#58

Reference Department #76
Library
Valdosta State College
Valdosta, Georgia 31601

Ms. Susan Roberts #211
Waycross Junior College Library
Waycross Jr. College
Waycross, GA. 31501

Documents Division #208
J.G. Crabbe Library
Eastern Kentucky Univ.
Richmond, Ky. 40475

Reference Department #176
University of South Alabama
Mobil, Ala. 36688

Alabama Supreme Court #1
and State Law Library
William C. Younger, Librarian
445 Dexter Avenue
Judicial Building-Capitol
Montgomery, Alabama 36130

Alabama Supreme Court #1
and State Law Library
William C. Younger, Librarian
445 Dexter Avenue
Judicial Building-Capitol

Alaska Legislative Ref. Lib. #49
Pouch Y, State Capitol
Kuneau, Alaska 99811

Arizona Dept. of Lib. Archives &
Public Records
3rd Floor, State Capitol
Phoenix, Arizona 85007

#2

Serials Department #80
University Library
University of Arkansas
Fayetteville, Arkansas 72701

Arkansas State Library #210
One Capitol Mall
Little Rock, Ark. 72201

Arkansas Supreme Ct. Lib. #3
Justice Building
Little Rock, Arkansas 72201

University of California #81
Documents Dept.
General Library
Berkeley, California 94720

Library #144
University of California
405 Hillgard Avenue
Los Angeles, California 90024

Government Publications Section
California State Library
P.O. Box 2037
Sacramento, California 95809

#4

Veronica Maclay #15
Hastings College of the Law
Library
198 McAllister Street
San Francisco, Ca. 94102

Colorado Supreme Court Lib. #5
220 Capitol Building
Denver, Colorado 80202

Acquisitions Unit #6
Connecticut State Library
231 Capitol Avenue
Hartford, Conn. 06115

Yale Univ. Lib. #99
Documents Division
Box 1603A, Yale Station
New Haven, Connecticut 06520

Delaware State Law Lib. #7
Kent County
Kent County Courthouse
Dover, Delaware 19901

Library #200
Del. Dept. of Public Instructio
Dover, Delaware 19901

Doug Burns, Ass't Lib'n #86
Documents Department
University of Florida Lib.
Library West
Gainesville, Florida 32611

Judith H. Depew-Documents
Robert Manning Strozier Lib.
Florida State University
Tallahassee, Florida 32306

#85

Florida Supreme Court Lib.
Supreme Court Building
Talahassee, Florida 32304

#8

Illinois State Library #11
Serials Section
Centennial Building
Springfield, Illionis 62706

The Center for Research Lib.
5721 Cottage Grove Avenue
Chicago, Illinois 60637

#91

University of Illinois Library
Documents Division
Urbana, Illinois 61801

#87

Indiana State Library #12
Serial Section
140 N. Senate Avenue
Indianapolis, Indiana 46204

Iowa State Lib. Commission
Historical Bldg.
Des Moines, Iowa 50319

#13

Documents Collection #35
Oregon State Library
State Library Building
Salem, Oregon 97310

Government Publications #96
Free Library of Philadelphia
Logan Square
Philadelphia, Penn. 19103

Government Publications Section
State Lib. of Pennsylvania
Room 116, Box 1601
Harrisburg, PA 17126
#36

Puerto Rico Supreme Court Lib.
Marshal - Librarian
San Juan, Puerto Rico 00903
#158

Rhode Island State Library
State House
Providence, R.I. 02903
#37

Coleman Karesh Law Library
U[illegible]. of Law Center
Columbia, South Carolina 29208
#67

S.C. State Library #38
1500 Senate Street
P.O. Box 11469
Columbia, South Carolina 29211

South Dakota Supreme Court #39
Law Library
Pierre, South Dakota 57501

Documents Librarian #40
Tenn. State Library & Archives
State Library Division
Nashville, Tennessee 37219

Legislative Ref. Lib. #41
Box 12488 Capitol Station
Austin, Texas 78711

Water Resources Library #196
Texas Dept. of Water Reources
P.O. Box 13087, Capitol Station
Austin, Texas 78711

Vermont State Library #43
Documents Division
Montpelier, Vermont 05602

Virginia State Law Library #44
1101 East Broad Street
Richmond, Virginia 23219

West Virginia State Law Lib. #46
Capitol Building
P.O. Box 1315
Charleston, West Virginia 25301

Law Library #48
University of Washington
Condon Hall JB-20
1100 N.E. Campus Parkway
Seattle, WA. 98105

Government Documents Center
FM-26
University of Washington Lib.
Seattle, WA. 98195
#50

Government Pub. Section #47
State Historical Society of Wis.
Library
816 State Street
Madison, Wisconsin 53706

Kansas State Library #14
Documents Librarian
535 Kansas Avenue
State House-4th Floor
Topeka, Kansas 66603

[illegible]isiana Law Library #16
Supreme Court Building
Civic Center, 301 Loyola Ave.
New Orleans, Louisiana 70112

Mrs. Grace Moore #171
Recorder of Documents
Louisiana State Library
P.O. Box 131
Baton Rouge, LA. 70821

L.S.U. Library #89
Acquisitions Div., Serials Dept.
University Station
Baton Rouge, LA. 70803

Law & Leg. Ref. Lib #17
State House
Augusta, Maine 04333

Leroy G. Zweifel #192
Ku[illegible] F. Wendt Library
Coll. of Eng., Univ. of Wisconsin
215 N. Randal Ave.
Madison, Wis. 53706

Diane P. Frese #22
Maryland Dept. of Gen. Services
Hall of Records
P.O. Box 828
Annapolis, Md. 21404

Maryland State Library #18
Courts of Appeal Building
361 Rowe Boulevard
Annapolis, Maryland 21401

Acquisitions Department #9
University of Maryland
Health Sciences Library
111 South Greene Street
Baltimore, MD 21201

Documents Acquisitions #19
Massachusetts State Library
3[illegible] State House
Bo[illegible]ton, Mass. 02133
ATTN: Alan Fox

Michigan State Lib. Services #20
Government Center-Law Bldg.
525 W. Ottawa
Lansing, MI. 48913

University of Minnesota #205
Twin Cities
Law Library, Law Bldg.
229 19th Avenue South
Minneapolis, Minnesota 55455

Serials Rec'ds/Gifts & Exch. Div.
University of MN Libraries
Minneapolis, MN 55455
#23

University of Missouri #92
Library - Serials Dept.
Columbia, Missouri 65201

Montana State Law Library #24
Capitol Building
Helena, Montana 59601

State Documents #25
Nebraska Library Commission
1420 "P" Street
Lincoln, Nebraska 68508

Documents Section #26
Nevada State Library
Capitol Complex
Carson City, Nevada 89710

New Hampshire State Lib. #27
Law Division
Supreme Court Building
Loudon Rd.,
Concord, N.H. 03301

Pub. Admin. Collection #98
Social Science Ref. Center
A Floor-Firestone Library
Princeton Univ. Library
Princeton, New Jersey 08540

New Jersey State Library #28
Archives and History Div.
State House Annex
Trenton, New Jersey 08625

Supreme Court Law Library #29
Supreme Court Building
Santa Fe, New Mexico 87501

Columbia Univ. Libraries #82
Documents Acquisitions
535 W. 114th St.
New York, N.Y. 10027

The New York Pub. Lib.-Div. E.
Grand Central Station
P.O. Box 2221
New York, N.Y. 10017
#94

New York State Library #30
Documents Unit
Gift and Exchange Section
Washington Avenue
Albany, N.Y. 12234

David W. Parish, Gov. Docs.
Milne Library
State Univ. of New York
College of Arts and Science
Geneseo, N.Y. 14454
#198

Wilson Library #95
BA/SS Documents Div.
University of North Carolina
Drawer 870
Chapel Hill, North Carolina 27514

Geovernment Documents #84
Law Library, School of Law
Duke University
Durham, North Carolina 27706

Library #162
Institute of Government
University of North Carolina
P.O. Box 990, Knapp Bldg. 059 A
Chapel Hill, N.C. 27514

North Dakota Supreme Court
Law Library
2nd Floor, Capitol Building
Bismarck, North Dakota 58501
#75

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30 East Broad Street
Columbus, Ohio 43215
#33

Richard Sheridan #93
Ohio Legislative Budget Off.
20 East Broad St.
Columbus, Ohio 43215

Oklahoma Government Documents
Oklahoma Department of Lib.
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105

Mrs. Jean C. Gulley, Librarian
Scott Candler Library
2644 McAfee Road
Decatur, Georgia 30032
#191

Seattle Public Library #45
Ref. Doc. Asst.
Seattle, Washington 98104

Ms. Doris Mars #147
Smyrna Public Library
2873 King Street
Smyrna, Georgia 30080

Southern Energy/Environmental
Information Center
One Exchange Place
2300 Peachford Rd. Suite 1150
Atlanta, Georgia 30338
#32

Library, State Services Org.
Hall of the States
444 North Capitol Street N.W.
Washington, D.C. 20001
#197

U. S. Dept. of Justice
Law Envorcement Asst. Admin.
Nat'l. Criminal Justice Ref. Ser.
Washington, D.C. 20530
#97

Warner Robins-Houston County Pub.
Library
721 Watson Blvd.
Warner Robins, Georgia 31093
#193

Albany-Dougherty Pub. Lib.
Director
2215 Baresdale Way
Albany, Ga. 31707
#154

Director #104
Athens Regional Library
120 W. Dougherty Street
Athens, Georgia 30601

Brookhaven Library
1242 N. Druid Hills Rd., N.E.
Atlanta, Ga. 30319
#203

Director
Augusta Regional Library
902 Greene Street
Augusta, Georgia 30902

Director #106
Southwest Georgia Regional Lib.
200 West Broughton St.
Bainbridge, Ga. 31717

Director #107
Brunswick-Glynn County Regional
Library
208 Gloucester St.
Brunswick, Ga. 31520

Director #108
DeSoto Trail Regional Library
145 E. Broad St.
Camilla, Ga. 31730

Director #109
Sequoyah Regional Library
400 Main Street
Canton, Georgia 30114

Director #110
West Georgia Regional Library
Rome Street at Spring
Carrollton, Ga. 30117

Director
Rodenberry Regional Library
North Broad St.
Cairo, Georgia 31728
#155

Chamblee Library
5452 Peachtree Industrial Blvd.
Chamblee, GA. 30341
#183

Director #111
Northeast Georgia Regional Lib.
Box 378 Jefferson Street
Clarkesville, Georgia 30523

Director #112
Chattahoochee Valley Regional Lib.
Bradley Drive
Columbus, Ga. 31906

Nancy Quinn Library
969 Pine St.
Conyers, Ga. 30207
#186

Newton County Library
1146 Conyers St.
Covington, Ga. 30209
#189

Director #113
Dalton Regional Library
101 S. Selvidge Street
Dalton, Georgia 30720

Director #114
Kinchafoonee Regional Library
Main Street
Dawson, Ga. 31742

Maud Burrus Library #115
215 Sycamore Street
Decatur, Georgia 30030

Doraville Library #185
3748 Central Ave.
Doraville, Ga. 30340

Director #116
Satilla Regional Library
617 East Ward Street
Douglas, Georgia 31533

Director #117
Oconee Regional Library
801 Bellevue
Dublin, Georgia 31021

Director #118
Ocmulgee Regional Library
207 5th. Ave. N.E.
Eastman, Georgia 31023

Director #156
Elbert County Library
345 Heard Street
Elberton, Ga. 30635

Director #119
Chestatee Regional Library
127 N. Main St.
Gainesville, Ga. 30501

Walter Murphy, Director
Flint River Regional Library
800 Memorial Drive
Griffin, Ga. 30223
#120

Director #121
Cherokee Regional Library
P.O. Box 707
305 S. Duke St.

Mrs. Anne Butler #166
Alston, Miller and Gaines
1200 C&S National Bank
Atlanta, Georgia 30303

Ms. Chris Johnson #169
Law Librarian
CoCa Cola Company Law Library
P.O. Drawer 1734
Atlanta, Georgia 30301

Mrs. Mildred Rosser #170
Hansell, Post, Brandon & Dorsey
3300 First National Bank Tower
Atlanta, Georgia 30303

Mrs. Kay Todd #172
Kilpatrick, Cody, Rogers McCalthey
and Regenstein
100 Peachtree
Atlanta, Georgia 30303

Ms. Marty Mulinix #201
Long, Aldridge, Heiner, Stevens and
Sumner
1900 Rhodes-Haverty Bldg.
134 Peachtree Street N.E.
Atlanta, Georgia 30303

Mrs. Margaret Dye #165
[illegible]ll, Goldstein, Fraser and
Murphy
1100 C&S National Bank Bldg.
Atlanta, Georgia 30303

Ms. Elisa Kadish #164
Library
Smith, Currie & Hancock
1400 Fulton National Bank Bldg.
Atlanta, Georgia 30303

Ms. Marilyn Adams #177
Dept. of Archives and History
330 Capitol Ave., S.W.
Atlanta, Georgia 30334

Miriam Boland # 173
Library
Dept. Human Resources
321 Health Bldg
Atlanta, Georgia

Department of Natural Resources
Office of Planning and Research
Resources Planning Section
Room 703-C
Trinity-Washington Building

Atlanta, Georgia 30334
ATTN: Mr. Steve Storey #167

Ms. Robin Meyer #59
Georgia Office of Energy Resource
Room 615
Trinity-Washington Bldg.
Atlanta, Georgia 30334

Merit System Administration
244 Washington St. S.W.
Atlanta, Georgia 30334

#10

Office of Info. & Ed.
Natural Resources Rm. 714-A
Trinity-Washington Bldg.
Atlanta, Georgia 30334
ATTN: Mrs. Linda Richardson #199

Library, Off. of Planning & Budget
Trinity-Washington Building
270 Washington Street, S.W.
Atlanta, Georgia 30334
ATTN: Barry W. Reid #145

Mr. John Meador #148
Public Library Service
State Dept. of Education
156 Trinity Avenue, S.W.
Atlanta, Georgia 30303

Senate Research Office #194
Room 122-A
State Capitol
Atlanta, Georgia 30334

State Documents #181
University of Georgia Libraries
Athens, Georgia 30602

John W. Roberts #195
Training Division
State Merit System
Room 724
Trinity-Washington Bldg.
Atlanta, Georgia 30334

Glenda E. Anderson #209
Municipal Research Library
Office of the City Manager
P.O. Box 1027
Savannah, GA. 31402

Appalachian Reg. Commission
1666 Connecticut Avenue N.W.
Washington, D.C. 20235

#178

Mrs. Tomlin E. Brown, Librarian
Avis G. Williams Library
1282 McConnell Drive
Decatur, Georgia 30033 #190

Mr. John Kennedy #88
CIS
7101 Wisconsin Avenue
Washington, D.C. 20014

Mark Vonderhaar #206
Micropublishing Proj. Ass't. CIS
7101 Wisconsin Avenue
Washington, D.C. 20014

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3560 Kensington Road
Decatur, Georgia 30032

Library #61
Georgia Historical Society
501 Whitaker Street
Savannah, Georgia 31401

Gift & Exchange Section #174
Resources & Rationalization
National Library of Canada
Room 476, 395 Wellington
Ottawa, KLA ONA Canada

Information Handling Services
ATTN: Frish Yancey
PDS Indexing
P.O. Box 1154
Englewood, Colorado 80150
#204

Information Services Dept.
CEL Regional Library
2002 Bull Street
Savannah, Georgia 31405

#72

Interstate Loan Library
Council of State Governments
Iron Works Pike - P.O. Box 11910
Lexington, Kentucky 40511

#141

Ivan Allen Dept. of Science,
Govt. & Industry
Atlanta Public Library
126 Carnegie Way, N.W.
Atlanta, Georgia 30303
#53

Richard Alesch #51
National Park Service
Denver Service Center
S.E. - S.W. Team
P.O. Box 25287
Denver, Colorado 80225
Rossville Public Library
504 McFarrand Avenue
Rossville, Georgia 30741
#168

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D. Forms and form letters

F. Legislation and legal materials

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GOVERNOR

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CHARLES G. CLARK
SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE LIBRARY
478 S. KING STREET
HONOLULU, HAWAII 96813

Hawaii Documents Center

Dear

In accordance with the law, Section 93:1-5 of the Hawaii Revised Statutes, the Hawaii State Library has established a publications distribution center in Honolulu which is now called the "Hawaii Documents Center." Section 93-3 states that "Every state and county agency shall immediately upon release of publication, deposit 15 copies with the State Publications Distribution Center . . ." which in turn will distribute the documents to the other depositories. Each depository library has the responsibility of making these documents available to the public.

We would appreciate very much your agency's sending 15 copies of your publications to:

Hawaii Documents Center
Hawaii State Library
478 S. King Street
Honolulu, Hawaii 96813

If your agency has already been sending your publications to the above address, please regard this as a reminder.

Thank you for your cooperation in this matter. Please remember that all public libraries will be happy to assist you in your reference and other library needs.

Sincerely yours,

(Ms.) Proserfina Strona
Librarian

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LEGAL BASIS FOR THE HAWAII DOCUMENTS CENTER

Hawaii Revised Statutes - Chapter 93: Government Publications

Part I. State Publications Distribution Center

s93-1. Establishment of state publications distribution center. There shall be established within the Department of Education and under the direction of the State Librarian a state publications distribution center for depositing and distributing government publications and for promoting an orderly depository library system for state and county publications. (L. 1965, c. 175, pt. of s2(b); Supp. s13-20.)

s93-2. Definitions. (1) "State and county agency" includes every state, city and county and county office, officer, department, board, commission, and agency, whether in the legislative, executive, or judicial branch.

(2) "Publication" includes any document, compilation, journal, report, statute, regulation, ordinance issued in print by any state or county agency, and confidential publications which shall be deposited in accordance with security regulations to be determined by the issuing agency.

(3) "Print" includes all forms of printing and duplications, except administrative forms. (L. 1965, c. 175, pt. of s2(b); Supp. s13-21.)

s93-3. Deposit of publications. Every state and county agency shall immediately upon release of a publication, deposit fifteen copies with the state publications distribution center and one copy each with the State Archives and the University of Hawaii. Additional copies of the publications shall be deposited with the publications distribution center upon request of the State Librarian so long as copies are available.

The State Librarian may enter into depository agreements with private and public educational, historical, or scientific institutions or other libraries, within or without the State in order to achieve the objectives sought under this part. (L. 1965, c. 175, pt. of s2(b); Supp. s.13-22; HRS s93-3; am L. 1970, c. 121, s1.)

s93-4. Depository library system. The State Librarian shall designate at least one government publications depository in each county and shall distribute to each depository one copy of each publication, as defined in this part. (L. 1965, c. 175, pt. of s2(b); Supp. s13-23.)

s93-5. Rules and regulations. The Department of Education may make such rules and regulations as are necessary to carry out the purposes of this part. (L. 1965, c. 175, pt. of s2(b); Supp. s13-24.)

IL

B. Letters and commentaries

D. Forms and form letters

G. Mailing lists

I. Procedural guidelines

J. Promotional materials

M. Studies, surveys and workshops

CHOOSING AND ACQUIRING ILLINOIS STATE PUBLICATIONS

Most Illinois documents are not priced items. There is no central printing and distributing agency for the Illinois Documents. You must write to each agency, sending as much information (title, author, etc.) as possible. Each agency maintains its own mailing lists.

The Illinois State Library prepares DOCUMENTS LIST, which is issued approximately twice a month. DOCUMENTS LIST provides information all Illinois documents received and cataloged by ISL in that time. Available price information is included. The list is compiled first of all as a shipping list with cataloging information for depository libraries. Secondly, it is a current awareness tool for all libraries and citizens. Currently, the mailing list is limited to those who request being added to it in writing. July 1, 1978, will see the addition of all 573 Illinois public libraries to the mailing list.

Another very useful source of information is the newspaper. Press releases often appear before many interesting documents mentioned in them. Writing or calling the issuing agency as quickly as possible after you see the newspaper piece may bring a copy of the material. Illinois documents go out of print quickly, so speed becomes an important factor in acquisition. A "large" printing of an important document may be as many (or as few) copies as 1,000.

Included with this is a list of some Illinois periodical which you may wish to add to your library. These are illustrations of currently published materials. They are briefly annotated to help provide information about the contents and the use to which they can be put.

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DEPOSITORY LIBRARIES

What Is a Depository?

The major purpose of current depository systems in the United States is to insure public access to government produced information. Today government activities impinge on every aspect of human life and endeavor. Citizens must be kept informed about these important activities which may affect their daily lives.

Depository libraries receive government publications free and are obligated to make them easily accessible to not only their immedicate clientele, but also to all citizens in the area they serve under their depository designation. For Federal document depositories the area is the Congressional District in which the depository library is located; for Illinois document depositories the boundaries become those of the System to which a library belongs. A list of both Federal and Illinois depositories in Illinois Systems is included in your packet of materials.

What Can a Depository Do For You?

Depositories are charged with the responsibility of making the publications they receive available to citizens. Although this does not necessarily mean that they must circulate directly to ineligible borrowers, they should allow any citizen to use the materials on site. Also, they should be willing to provide materials through inter-library loan directly to other libraries in their Congressional District or System.

Every public library should be aware of the depositories in its area in order to refer patrons to those depository libraries, or to acquire needed materials for patrons through inter-library loan.

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STATE OF ILLINOIS
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Checks to be made out to:

Publication to be ordered from:

III. Any questions about this publication should be directed to:

Name:

Agency:

Telephone:

Publication should be sent to:
Shipping Room
Illinois State Library
Centennial Building
Springfield, IL 62756

Attn: Documents Branch
(P.A. 77-1690)

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IL:D9

ALAN J. DIXON
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

Gentleperson:

The Illinois Documents Unit of the Illinois State Library needs ______ copies of the following publication(s) for the Illinois Documents Depository Program. According to our records these were not received under P.A. 77-1690. Your cooperation in supplying this item will be appreciated. If you need additional information about the Illinois Documents Depository Program, please call (217) 782-5185. Jane Giberson or Jane Running will be glad to answer your questions.

Mailing labels are enclosed for you convenience.

____
Illinois Documents Section
Illinois State Library

For reply

Date:

____
Signature

____
Agency

IL:D10

ALAN J. DIXON
SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

OFFICE OF THE SECRETARY OF STATE
ILLINOIS STATE LIBRARY

SPRINGFIELD, ILLINOIS 62756

DOCUMENTS BRANCH

Your request for Illinois materials has been forwarded to our branch. We regret we are unable to provide the material you need for the reasons checked below:

☐ The following title requested is out of print:

☐ The title you need should be requested from the following agency.

☐ Comments:

Date

Illinois Documents Section
217-782-5185

LD TS-82

IL:G2

DEPOSITORY LIBRARIES IN LIBRARY SYSTEMS IN ILLINOIS

ILLINOIS STATE LIBRARY

ALAN J. DIXON
Secretary of State
and
State Librarian

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DEPOSITORY LIBRARIES
IN LIBRARY SYSTEMS
IN ILLINOIS

Federal and State document depositories in Illinois hold unique resources within the structure of ILLINET. Under the law and rules and regulations governing them, depositories are obligated to make these resources readily available to every citizen of the State. The law states that Federal depositories must make their acquisitions received under the depository program available on site to citizens within their Congressional district boundaries; Illinois document depositories are also required to give on site access to Illinois materials. Almost without exception, depositories in Illinois go beyond that legal stipulation. Many give direct borrowing privileges to citizens within their areas and nearly all are willing to provide these materials on inter-library loan.

The depository "network" within Illinois should be considered part of the total information network in which Systems and their members and affiliates participate. This listing of depositories in Illinois Systems is designed to make all libraries in the State aware of the location of document collections and to assist them in accessing these materials for the citizens they serve.

Revised July, 1979

BUR OAK LIBRARY SYSTEM

Bur Oak Library
405 Earl Road
Shorewood, Illinois 60436
(Tel) 815-729-3345

Lewis University Library *F 142, 1952- ; S 1975-
Highway 53
Lockport, Illinois 60441
**ICX

Olivet Nazarene College F 161, 1946-
Memorial Library
Box 592
Kankakee, Illinois 60901

CHICAGO LIBRARY SYSTEM

Chicago Library
c/o Chicago Public Library
Central Library
425 North Michigan Avenue
Suite 1357
Chicago, Illinois 60611
(Tel) 312-269-2850
CGP

Center for Research Libraries ; S
5721 Cottage Grove Avenue
Chicago, Illinois 60637

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* (F) Federal document depository, (No.) depository number, (date) date designated;
(S) Illinois document depository, (date) date designated.
**OCLC symbol

CHICAGO LIBRARY SYSTEM (Cont.)

Chicago Kent College of Law Library — F , 1978-
10 N. Franklin
Chicago, Illinois 60606
IAH

Chicago Public Library — F 144, 1876- ; S
Government Publications Dept.
425 North Michigan Ave.
Chicago, Illinois 60625
CGP

Chicago State University — F 146, 1954- ; S
Paul & Emily Douglas Library
95th Street at King Drive
Chicago, Illinois 60625
IAA

DePaul University — F 150A, 1975-
Lincoln Park Campus Library
2323 N. Seminary Avenue
Chicago, Illinois 60614
IAC

DePaul University Law Library — F 158B, 1979-
25 East Jackson Blvd.
Chicago, Illinois 60604
IBC

Field Museum of Natural History Library — F 142A, 1963-
Roosevelt Road at Lake Shore Drive
Chicago, Illinois 60605
IBT

John Crerar Library — F 144A, 1909-
35 West 33rd Street
Chicago, Illinois 60616
IAB

Loyola University — F 158A, 1979-
School of Law Library
41 East Pearson Street
Chicago, Illinois 60611

Loyola University — F 152A, 1966- ; S
E. M. Cudahy Library
6525 North Sheridan Road
Chicago, Illinois 60626
IAL

Northeastern Illinois University Library — F 163A, 1961- ; S
Bryn Mawr at St. Louis Avenue
Chicago, Illinois 60625
IAO

Illinois Institute of Technology — F. , 1978-
Chicago Kent College of Law Library
77 South Wacker Drive
Chicago, Illinois 60606
IAH

CHICAGO LIBRARY SYSTEM (Cont.)

Northwestern University F 147A, 1978-
School of Law Library
880 Lake Shore Drive
Chicago, Illinois 60611

University of Chicago F 145A, 1964-
Law Library
1121 East 60th Street
Chicago, Illinois 60637

University of Chicago Library F 145, 1897-
1050 East 60th Street
Chicago, Illinois 60637

University of Illinois at F 150, 1957- ; S
Chicago Circle
Box 8198
Chicago, Illinois 60680
IAY

CORN BELT LIBRARY SYSTEM

Corn Belt Library System
412 Eldorado Road
Bloomington, Illinois 61701
(Tel) 309-663-2211

Illinois State University F 143, 1877- ; S
Milner Library
Normal, Illinois 61761
IAI

Illinois Wesleyan University F 161A, 1964-
Library
210 E. University Street
Bloomington, Illinois 61701
ICO

CUMBERLAND TRAIL LIBRARY SYSTEM

Cumberland Trail Library System
12th and McCawley Streets
Flora, Illinois 62839
(Tel) 618-662-2741
IEZ

CUMBERLAND TRAIL LIBRARY SYSTEM (Cont.)

Wabash Valley Community College Library F 166A, 1975- ; S 1976-
Media Center
2200 College Drive
Mt. Carmel, Illinois 62863

DUPAGE LIBRARY SYSTEM

DuPage Library System
127 South First Street
P. O. Box 268
Geneva, Illinois 60134
(Tel) 312-232-8457

Northern Illinois University S 1975-
College of Law Library
1 S. 101 Route #53
Glen Ellyn, Illinois 60137

Lewis University **F 160B, 1978-**
College of Law Library
1 S. 101, Route #53
Glen Ellyn, Illinois 60137

Wheaton College Library F 154B, 1964-
501 East Seminary Avenue
Wheaton, Illinois 60187
ICW

GREAT RIVER LIBRARY SYSTEM

Great River Library System
515 York Street
Quincy, Illinois 62301
(Tel) 217-223-2560

MacMurray College F 169, 1929-
Henry Pfeiffer Library
Jacksonville, Illinois 62650
ICI

Quincy Public Library S, 1977-
526 Jersey Street
Quincy, Illinois 62301
IDQ

ILLINOIS VALLEY LIBRARY SYSTEM

Illinois Valley Library System
845 Brenkman Drive
Pekin, Illinois 61554
(Tel) 309-353-4110
IDM

Bradley University F 159A, 1963- ; S 1977-
Cullom-Davis Library
Peoria, Illinois 61606
IBA

ILLINOIS VALLEY LIBRARY SYSTEM (Cont.)

Peoria Public Library F 159, 1883-
107 North East Monroe Street
Peoria, Illinois 61602

KASKASKIA LIBRARY SYSTEM

Kaskaskia Library System
306 North Main Street
P. O. Box 325
Smithton, Illinois 62285
(Tel) 618-235-4220
IFG

Belleville Area College S 1977-
2500 Carlyle Road
Belleville, Illinois 62221
IDF

McKendree College F 167A, 1968-
Holman Library
Lebanon, Illinois 62254
ICJ

LEWIS & CLARK LIBRARY SYSTEM

Lewis & Clark Library System
P. O. Box 368
Edwardsville, Illinois 62025
(Tel) 618-656-3216
IEU

Blackburn College F 164, 1954-
Lumpkin Library
Carlinville, Illinois 62626
IBN

Principia College F 169A, 1957-
Marshall Brooks Library
Elsah, Illinois 62028
IBP

Southern Illinois University F 167, 1959- ; S
Lovejoy Memorial Library
Edwardsville, Illinois 62025
IAT

LINCOLN TRAIL LIBRARY SYSTEM

Lincoln Trail Library System
1704 West Interstate Drive
Box 3471 Country Fair Station
Champaign, Illinois 61820
(Tel) 217-352-0047

LINCOLN TRAIL LIBRARY SYSTEM (Cont.)

Eastern Illinois University F 166, 1962- ; S
Booth Library
Charleston, Illinois 61920
IAD

University of Illinois F 141, 1907- ; S
Library
Urbana, Illinois 61801
UIU

University of Illinois F 165A, 1965- ; S
Law Library
College of Law
Champaign, Illinois 61802
UIU

University of Illinois S
Institute of Government &
Public Affairs
1201 W. Nevada
Urbana, Illinois 61801
UIU

NORTH SUBURBAN LIBRARY SYSTEM

North Suburban Library System
200 West Dundee Road
Wheeling, Illinois 60090
(Tel) 312-459-1300
IEE

Government Information Center F 164A, 1977-
Northwest Municipal Conference
Mt. Prospect Public Library
10 South Emerson Street
Mt. Prospect, Illinois 60056

Lake Forest College F 153A, 1962-
Donnelley Library
Lake Forest, Illinois 60045
IAK

North Suburban Library System S
200 W. Dundee Road
Wheeling, Illinois 60090
IEE

Northwestern University F 153, 1876- ; S
Deering Library
1935 Sheridan Road
Evanston, Illinois 60201

NORTH SUBURBAN LIBRARY SYSTEM (Cont.)

Oakton Community College Library — F 141A, 1976-
7900 N. Nagle Avenue
Morton Grove, Illinois 60053
IAP

NORTHERN ILLINOIS LIBRARY SYSTEM

Northern Illinois Library System
4034 East State Street
Rockford, Illinois 61108
(Tel) 815-229-0330

Freeport Public Library — F 156, 1905-
314-318 West Stephenson
Freeport, Illinois 61032

Northern Illinois Library System — S
Rockford Public Library
215 North Wyman Street
Rockford, Illinois 61101

Northern Illinois University — F 154A, 1960- ; S
Swen Franklin Parson Library
DeKalb, Illinois 60115
JNA

Rockford Public Library — F 155, (date unknown)
215 North Wyman Street
Rockford, Illinois 61101

Woodstock Public Library — F 153B, 1963-
414 West Judd
Woodstock, Illinois 60098

RIVER BEND LIBRARY SYSTEM

River Bend Library System
P. O. Box 125
Coal Valley, Illinois 61240
(Tel) 309-799-3131
IFK

Augustana College — S, 1979-
Denkman Library
35th St. & 7th Ave.
Rock Island, Illinois 61201
ICY

Black Hawk College Library — F 160, 1970-
6600 34th Ave.
Moline, Illinois 61265

ROLLING PRAIRIE LIBRARY SYSTEM

Rolling Prairie Library System
345 West Eldorado Street
Decatur, Illinois 62522
(Tel) 217-429-2586

Rolling Prairie Libraries
345 West Eldorado Street
Decatur, IL 62522
(Telephone: 217-429-2586)
IHQ

ROLLING PRAIRIES LIBRARY SYSTEM (Cont.)

Decatur Public Library   F 165, 1954-
247 E. North Street
Decatur, Illinois 62523

Illinois State Library   REGIONAL DEPOSITORY
Documents Branch   F R 140, date unknown;
Centennial Building
Springfield, Illinois 62756   S, 1839
SPI

Sangamon State University
Brookens Library
Springfield, Ilinois 62708   S
IAS

SHAWNEE LIBRARY SYSTEM

Shawnee Library System
R. R. 2
Box 136A
Carterville, Illinois 62918
(Tel) 618-985-3711

Shawnee Library System   F 168A, 1971-
R. R. 2
Box 136A
Carterville, Illinois 62918

Southern Illinois University   F 168, 1932- ; S
Morris Library
Carbondale, Illinois 62901
SOI

Southern Illinois University   F 147B, 1978-
School of Law Library
Carbondale, Illinois 62901
SOL

STARVED ROCK LIBRARY SYSTEM

Starved Rock Library System
Hitt and Swanson Streets
Ottawa, Illinois 61350
(Tel) 815-434-7537
IEF

Illinois Valley Community College   F 143A, 1976- ; S, 1977-
Learning Resources Center
Rural Route One
Oglesby, Illinois 61348

SUBURBAN LIBRARY SYSTEM

Suburban Library System
125 Tower Drive
Burr Ridge, P. O.
Hinsdale, Illinois 60521
(Tel) 312-325-6640
IED

Governors State University Library F 161B, 1974- ; S
Park Forest South, Illinois 60466
IAF

Illinois Benedictine College F 154, 1911
Theodore F. Lownik Library
5700 College Road
Lisle, Illinois 60532
ICG

Moraine Valley Community College Library F 147, 1972
10900 South 88th Avenue
Palos Hills, Illinois 60465

Oak Park Public Library F 163, 1963-
834 Lake Street
Oak Park, Illinois 60301

Rosary College Library F 163B, 1966-
7900 Division Street
River Forest, Illinois 60305
IBE

Suburban Library System S
125 Tower Drive
Burr Ridge, P. O.
Hinsdale, Illinois 60521
IED

WESTERN ILLINOIS LIBRARY SYSTEM

Western Illinois Library System
58 Public Square
Monmouth, Illinois 61462
(Tel) 309-734-7141
IHX

Galesburg Public Library F 158, 1896-
40 East Simmons Street
Galesburg, Illinois 61401

WESTERN ILLINOIS LIBRARY SYSTEM (Cont.)

Monmouth College 805 East Broadway Monmouth, Illinois 61462 ICL	F 157, 1860-
Western Illinois University Library Macomb, Illinois 61455 IAZ	F 169B, 1962- ; S

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Black Hawk College (River Bend) F

Blackburn College (Lewis & Clark) F

Bradley University (Illinois Valley) F S

Center for Research Libraries (Chicago) S

Chicago Kent College of Law (Chicago)

Chicago Public Library (Chicago) F S

Chicago State University (Chicago) F S

Decatur Public Library (Rolling Prairie) F

DePaul University (Chicago) F

DePaul University Law Library (Chicago) F

Eastern Illinois University (Lincoln Trail) F S

Field Museum of Natural History Library (Chicago) F

Freeport Public Library (Northern Illinois) F

Galesburg Public Library (Western Illinois) F

Government Information Center, Northwest Municipal Conference (North Suburban) F

Governors State University (Suburban) F S

Illinois Benedictine College (Suburban) F

Illinois Institute of Technology
see
Chicago Kent College of Law Library

Illinois State Library [REGIONAL] (Rolling Prairie) F S

Illinois State University (Corn Belt) F S

F -- Federal document depository
S -- State document depository

Illinois Valley Community College (Starved Rock) F S

Illinois Wesleyan University (Corn Belt) F

John Crerar (Chicago) F

Lake Forest College (North Suburban) F

Lewis University (Bur Oak) F S

Lewis University College of Law (DuPage) F

Loyola University (Chicago) F S

Loyola University School of Law (Chicago) F

McKendree College (Kaskaskia) F

MacMurray College (Great River) F

Monmouth College (Western Illinois) F

Moraine Valley Community College (Suburban) F

Mt. Prospect Public Library
see
Government Information Center

North Suburban Library System (North Suburban) S

Northern Illinois Library System (Northern Illinois) S

Northern Illinois University (Northern Illinois) F S

Northeastern Illinois University (Chicago) F S

Northwestern University (North Suburban) F S

Northwestern University School of Law (Chicago) F

Oak Park Public Library (Suburban) F

Oakton Community College (North Suburban) F

Olivet Nazarene College (Bur Oak) F

Peoria Public Library (Illinois Valley) F

Principia College (Lewis & Clark) F

Quincy Public Library (Great River) S

Rockford Public Library (Northern Illinois) F

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University of Chicago Law Library (Chicago) F

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University of Illinois College of Law (Lincoln Trail) F S

University of Illinois, Institute of Government & Public Affairs (Lincoln Trail) S

Wabash Valley Community College (Cumberland Trail) F S

Western Illinois University (Western Illinois) F S

Wheaton College (DuPage) F

Woodstock Public Library (Northern Illinois) F

12/5/80

IL:I1

DOCUMENTS

INSTRUCTIONS TO DEPOSITORY LIBRARIES FOR ILLINOIS STATE DOCUMENTS

Issued August, 1972
Revised February, 1974
Revised June, 1977

ALAN J. DIXON
Secretary of State and State Librarian
KATHRYN J. GESTERFIELD
Director, Illinois State Library

ILLINOIS STATE LIBRARY

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GENERAL INFORMATION

Your status as a depository for Illinois state documents is determined by the Director of the Illinois State Library. In accepting the privilege of being a depository you have agreed to abide by the laws, the rules and regulations and these instructions governing officially designated depositories.

RETENTION AND DISPOSAL OF DOCUMENTS

The Illinois State Library which administers the depository program retains ownership of the documents which are deposited. The depository must keep all documents received for 5 (five) years. At the end of that time you may return a list of unneeded documents to the Illinois Documents Section, Documents Branch, Illinois State Library, Centennial Building, Springfield, IL 62756, which will circulate the list to other libraries in a manner similar to the method used by regional depositories in weeding Federal documents. If other libraries request the documents on the list, the discarding library will forward the documents to them, otherwise they may be destroyed or otherwise disposed of. The Reference and Research Centers, which includes the Illinois State Library, shall keep all depository documents indefinately, except for superseded items.

Superseded or ephemeral items may simply be discarded by all depositories. Examples of superseded items are: any publication cumulated in later issues after the later cumulation is received; any revised publication after the revised edition is received; separates, upon receipt of final bound volumes; compilations of laws and regulations upon receipt of new editions. An example of ephemeral materials is an announcement of a conference or seminar. Ephemeral material is marked on the ILLINOIS DOCUMENTS LIST with an asterisk.

REFERENCE USE

Reasonable reference service must be available not only to the library's primary users but to all Illinois citizens. In order to make state documents easily accessible and retrievable, cataloging is required.

CIRCULATION

Circulation of Illinois documents is encouraged. It is not necessary to hold Illinois documents as a separate collection. Universities and special libraries designated depositories must be willing to lend to library systems and to permit all Illinois citizens access to the documents within the library. Public libraries and library systems must be willing to lend to all Illinois citizens through the use of reciprocal borrowing.

INSPECTION

The Director of the Illinois State Library, or a designated representative, shall from time to time visit and inspect the depositories and receive written reports from the libraries on their administration of the depositories. These reports will be made on forms supplied by the Illinois State Library. Reports will not be required more than once a year nor less than once every three years.

TERMINATION

A depository has the right to terminate its status as a depository by a letter to the Director of the Illinois State Library. The Director of the Illinois State Library may terminate the status of a library as depository upon proof of unsatisfactory administration or use of the depository or if statewide considerations make revision of the list of depositories necessary. At termination the library will request instructions from the Illinois State Library about disposition of the depository publications on hand.

ILLINOIS DOCUMENTS: Your ticket to information about Illinois, its resources, its progress, and its people.

Have you ever wondered how to buy automobile insurance?. . .What kind of okra is recommended for Illinois planting?. . .How many Illinois adults have been lifetime teetotalers?. . .Or how your legislator voted on the ERA amendment?!

The answers to these and many more practical, fascinating questions on topics ranging from our state's architecture to its zoos are available in Illinois government publications.

* * *

Over 3,500 new publications are issued annually which can help you live better in Illinois.

These publications include any report, directory, bibliography, rule, regulation, newsletter, pamphlet, brochure, magazine, or other printed material paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a state agency.

HOW DO YOU FIND THESE MATERIALS? VISIT YOUR LOCAL LIBRARY!

* * *

Most Illinois libraries have some Illinois government publications. What they don't own, they will borrow for you from Illinois document depository libraries. These depositories, selected on the basis of geographical location and population to be served, are sent copies of Illinois publications by the State Library. They must make their documents collection available on-site or on interlibrary loan to all residents of Illinois.

Take advantage of this great wealth of information. IT'S YOUR TICKET TO A BETTER DAY.

ILLINOIS DOCUMENT DEPOSITORIES

- Belleville Area College
- Black Hawk College Library
- Bradley University Library
- Center for Research Libraries, Chicago
- Chicago Public Library
- Chicago State University Library
- Eastern Illinois University Library
- Governor's State University Library
- Illinois State University Library
- Illinois Valley Community College
- Institute of Government and Public Affairs, Urbana
- Lewis University, College of Law Library
- Loyola University Library
- North Suburban Library System
- Northeastern Illinois University Library
- Northern Illinois Library System
- Northern Illinois University Library
- Northwestern University Library
- Oak Park Public Library
- Quincy Public Library
- Sangamon State University Library
- Southern Illinois University Library, Carbondale
- Southern Illinois University Library, Edwardsville
- University of Illinois Library, Chicago Circle
- University of Illinois Law Library
- University of Illinois Library, Urbana
- Wabash Valley College Library
- Western Illinois University Memorial Library

Illinois Documents
Illinois State Library
Centennial Building
Springfield, Illinois 62756
Phone 217-782-5185

ALAN J. DIXON
Secretary of State and State Librarian

KATHRYN GESTERFIELD
Director, Illinois State Library

ILLINOIS GOVERNMENT INFORMATION

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ILLINOIS GOVERNMENT INFORMATION

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For Illinois Public Libraries

IL:J]

● It's the Law

And for a good reason.

When you, as an officer or staff member of a state government department or agency, send the Illinois State Library 40 copies of your publications, you're complying with the law. You are also being a good administrator. After allocating staff time and agency funds to produce a publication, you are assured that your message will reach not only the citizens of today but also the research workers of the future.

The law supporting this distribution of publications is PA 77-1690. It says that all state departments, divisions, bureaus, boards and commissions must send to the State Library 40 copies of each publication paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a state agency.

● If you'll do one thing

We ask you to send us 40 copies of each publication your agency produces for public use. This includes everything from lengthy technical printed reports to brief mimeographed leaflets.

● We'll do Four and an Extra!

1. We'll place three copies of your publication in the State Library's permanent reference collection. One copy is always kept in the library, for consultation or for photocopying. The other copies may be borrowed.

2. We'll send copies to other libraries. Two copies will go to the Library of Congress. We'll also send a copy to each of the 28 public, college and university libraries in Illinois which have been designated as documents depository libraries. These depository libraries have agreed to keep publications and make them available for public use. As a result, every Illinois resident can consult state government publications in a nearby library or can ask the local library to borrow a publication through interlibrary loan. You may wish to refer those who request copies of your department's publications to depository libraries. Let us know if you'd like a list of these libraries. Finally, we'll send the remaining copies to other state libraries throughout the country—even abroad.

3. We'll include your agency's reports and pamphlets in the semi-monthly Illinois Documents List and semi-annual Publications of the State of Illinois.

4. The libraries on this list also provide the State Library with their documents. This exchange means that you will have access to in-state institutional publications and out-of-state publications at no charge to our library.

Extra!—

Ask about our microfilming project for permanent storage, rapid access and future convenience.

● and Everyone will benefit

Our documents distribution program means that Illinois can easily find out what publications state agencies have issued and obtain copies of those which interest them. In addition, specialists in other states can keep up on the activities of our state government. Whether it is a citizens' group studying standards for guidance in junior high schools or a researcher seeking information for a conference on drug abuse, the required information is readily accessible. And by keeping copies of all documents in the State Library's permanent reference collection, we make sure that your agency's publications will always be available. In fact, you may often find it quicker and easier to check on your agency's publications at the State Library than in your own offices.

Send 40 copies of each of your publications to:

Illinois Documents Section
Illinois State Library
Centennial Building
Springfield 62756

ILLINOIS STATE LIBRARY

ALAN J. DIXON
Secretary of State and State Librarian

KATHRYN J. GESTERFIELD, Director
Illinois State Library

Janet Lyons
Head, Documents Branch
Jane Running
Illinois Documents Librarian
Phone 782-5185

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IF YOU'D LIKE MORE COPIES OF THIS PAMPHLET, PLEASE LET US KNOW. WE ALSO WELCOME QUESTIONS ABOUT OUR GOVERNMENT PUBLICATIONS SERVICES BY TELEPHONE AND WILL BE HAPPY TO HAVE YOU VISIT US TO SEE OUR DOCUMENTS COLLECTION.

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DOCUMENTS

For Illinois State Agencies

ILLINOIS LEGISLATIVE MATERIALS

Prepared by Mary Jane MacDonald and Janet Lyons
Sangamon State University Library, 1973. Revised
by Mary MacDonald, 1977. Slight abridgment and
adaptation for this publication.

The course of legislation from the conception of the idea, or the identification of a need.for General Assembly action, through the introduction of a bill, its consideration, its passage, its signature, to publication of the law, and the issuance of regulations based upon it, are included in the Illinois legislative process for the purpose of this guide.

* Kenny, David. BASIC ILLINOIS GOVERNMENT. Rev. ed. Carbondale: Southern Illinois University Press, 1974.
A description of the legislative process is found in Chapter 4 of this textbook which covers the history and operation of Illinois State government generally.

* Gove, Samuel Kimball, and Richard W. Carlson. AN INTRODUCTION TO THE ILLINOIS GENERAL ASSEMBLY. Rev. ed. Urbana: University of Illinois Institute of Government and Public Affaris, 1976.
Intended for freshman legislators, AN INTRODUCTION ... describes the day to day functioning of the General Assembly.

* ILLINOIS BLUE BOOK. Springfield: Illinois Secretary of State, 1903-
Contains pictures and brief biographies of Illinois legislatores as well as much other information about Illinois government, but because it is published in the even numbered years and the General Assembly begins its sessions in the odd numbered years, it is sometimes only of historical interest. In recent biennia it has been kept more nearly up to date by the HANDBOOK OF ILLINOIS GOVERNMENT published in the odd numbered years.

* HANDBOOK OF THE...ILLINOIS LEGISLATURE. Springfield: Secretary of the Senate.
See descriptions included above.

LIST OF REGISTERED LOBBYISTS. Springfield: Illinois Secretary of State. Index Department. State House.
This directory is arranged by the lobbyists' surnames. It is issued on an irregular basis from time to time during the Session. Not indexed.

CONGRESSIONAL-LEGISLATIVE-JUDICIAL APPORTIONMENT MAPS AND DESCRIPTIONS. Rev. ed. Springfield: State Board of Elections. 1972.
Legislative districts are identified and described. Enlarged color reproductions of maps are distributed by the State Board of Elections. Only issued when redistricting occurs, following the decennial census. (Will be superseded after the 1980 census returns are released.)

BILLS

Illinois. General Assembly. House. HOUSE BILLS. Springfield: 1877-

Illinois. General Assembly. Senate. SENATE BILLS. Springfield: 1877-

Printed bills from each house, numbered in the order of introduction for each session of the General Assembly or each special session, are useful in studying proposed legislation and are also the quickest source for obtaining some approximation of the content of legislation prior to its publication in one of the statutory compilations. Each bill has a cover sheet which gives a short synopsis, date of introduction and a list of sponsors. The Illinois State Library has had all of the House and Senate Bills from 1877 through the first session (1977) so the 80th General Assembly committed to microfilm. Copies of this set are available for purchase from ISL.

Amendments can be traced by first checking the LEGISLATIVE SYNOPSIS AND DIGEST for the date of introduction and then consulting the day's journal of the particular house for the text thereof. Amendments are numbered in a separate sequence for each house. Usually, only amendments which are adopted are printed separately--Senate amendments on yellow paper stock, House amendments on green. Some bills having been passed by one of the houses with a number of significant amendments are reprinted incorporating changes. These reprinted bills are designated--House Bill in Senate or Senate Bill in House.

In October, 1979, the General Assembly and Legislative Information System began issuing the full text of the bills as filed on microfiche. The advantages of this are several: easy storage, fast availability, convenient mailing and completeness. These have been sent to all depository libraries plus each system headquarters. Local libraries can request information about bill status from the Reference Dept., Illinois State Library. The on-line status system which is maintained by the Legislative Information Service can be consulted for immediate information with follow-up. The phone number is (217) 782-5430.

HOUSE AND SENATE RESOLUTIONS

While resolutions do not have the same effect as bills and do not require gubernatorial action, they may deal with constitutional amendments or policy matters of interest to a researcher.

Resolutions originating from each house are not printed separately, but are printed in the JOURNAL of that house on the day they are introduced. Consult the LEGISLATIVE SYNOPSIS AND DIGEST for the date of introduction in order to find the text in the JOURNALS.

Illinois. Legislative Reference Bureau. LEGISLATIVE SYNOPSIS AND DIGEST, 1915-
(Subscription: $55.00/year)

The Legislative Reference Bureau is the General Assembly's bill drafting agency. A cumulative edition of the DIGEST is issued weekly during the session. This document provides an abstract of each bill and resolution, as well as a record of its status through the date covered by the issue. The final volumes, issued several months after the end of each session because of the delay in signing bills, provide a legislative record of each piece of legislation introduced during the session. Three other sections of the DIGEST offer additional paths of access for the researcher: A) a subject index; B) an index by names of sponsors of legislation; and C) a "Statutes Amended" section which follows the chapter and section citations of the official ILLINOIS REVISED STATUTES. The subject index is not an intensive one so it may be necessary to try several different headings before finding the correct one.

HEARINGS

Hearings are not published in Illinois, however, House and Senate Calendars listing the time and place for hearings are issued daily during the session. The CALENDARS are posted in the Capitol and can be obtained in person at the Bill Rooms for each chamber. Information about current legislative activities can also be obtained from a general information booth staffed by the League of Women Voters, the American Association of University Women, and the Federated Junior Woman's Club. It is located on the thrid floor of the Capitol Building and is open on days the General Assembly is in session. The League also maintains a local information office at 330 South 6th St. (217 522-3921) where its various publications are available and where information about Illinois government and the League's projects can be obtained.

DEBATES

There is at present no Illinois equivalent of the CONGRESSIONAL RECORD, but the 1970 Constitution say, "Each house shall keep a journal of its proceedings and a transcript of its debates. The journal shall be published and the transcript shall be available to the public." Current transcripts can be consulted in the offices of the Clerk of the House or the Secretary of the Senate. Debates from 1971-1978,1979 for Senate, are filed with the Index Department of the Office of the Secretary of State. Debates in microform for 1971-1978 have been distributed by the Illinois State Library. As filming progresses all of the available debates will become available in the same format, ultimately on a more current, regular basis.

JOURNALS

The Journals contain minutes of all sessions in both houses and are bound annually. Public libraries are eligible for bound copies distributed by the Index Department of the Office of Secretary of State. These appear at a considerably later date than the daily editions. Indexes by sponsor and subject, and tables listing bills enacted into law appear in each bound volume. It is necessary to consult the Journals for roll call votes, texts of House and Senate resolutions, which are available only in this source, and amendments which may not be available individually. The daily edition of the JOURNALS is often not available until two or more months after the date the proceedings covered, and it does not contain the indexes which are compiled for the bound volumes. Subscriptions for the daily edition are available at $50.00 per year from the Clerk of the House or the Secretary of the Senate.

LAWS

While not law until signed, the enrolled and engrossed copy of a bill filed with the Index Department is what the Governor receives for signing. Currently ISL is receiving copies os all of these. While not indexed, this can be useful for consultation prior to the appearence of LAWS OF ILLINOIS.

LAWS OF ILLINOIS, usually referred to as the "Session Laws," contain the complete texts of all acts and joint resolutions passed during each session. They are arranged in chronological order as they become law. A table of contents offers a limited subject approach in each years's cumulation, or if the bill number is known, the "List of Bills Enacted into Law" can be used. Since 1969 (76th General Assembly) each bill signed into law by the Governor is given a Public Act number, e.g., P.A. 78-12 would be the twelfth bill approved by the Governor during the 78th General Assembly. Before that time reference is given to the year and page number in the volume for the year, e.g., Ill. Laws 1960, p.56. Appropriations acts appear in this edition only.

ILLINOIS REVISED STATUTES, 1977. State Bar Assn. ed. St. Paul, Minn.: West Publishing Company. 50 Kellog St. St. Paul, Minn. 55102.

This compilation integrates laws into a code or subject arrangement. Each broad subject area is assigned a chapter number which is further broken into sections on various aspects of the subject. The 1977 edition contains four volumes, one of which is a subject index. It is supplemented by pamphlets covering enactments after the closing date selected in 1977. Strictly speaking, this is not a state publication. It is copyrighted and must be purchased from the above publisher.

REGULATIONS

Since the beginning of January, 1978, Illinois has begun to work toward the state's equivalent of the FEDERAL REGISTER or the CODE OF FEDERAL REGULATIONS. Regulations issued to implement legislation are filed with the Index Department of the Office of Secretary of State. These regulations may be consulted in the Index Department's Rules Section and copies are obtainable for a fee. Some agencies also publish pamphlet or loose-leaf editions of their regulations. This will change, too, as PA 80-1035 is further implemented. It calls for publication by the agency, filing in published form with the Office of Secretary of State and the Cook County Law Library and for a regular biennial review, among other features.

Initially, before taking effect, the Rules and Regulations must be published in the ILLINOIS REGISTER and circulated for inspection. Objections may be filed with the Joint Committee on Administrative Rules or may be presented in person at regular monthly meetings. For the time being, it is best to check with the Reference Branch of the State Library or directly with the Index Department to locate regulations or other information.

EXECUTIVE ORDERS

Use of Executive Orders has varied from administration to administration. Specific mention of Executive Orders occurs in the 1970 constitution in relation to agency reorganization. Since October, 1979, the issue of the Illinois Register succeeding the filing of an Executive Order has carried the full text of the order.

PROCLAMATIONS

From time to time important gubernatorial proclamations have merited special press releases but the vast majority of these interesting statements have been very nearly impossible to study. Since October, 1979, each of these has been published, as filed, in the Illinois Register.

* Items marked with a star are especially recommended to a general collection with limited resources.

SELECTED LIST OF ILLINOIS DOCUMENTS PERIODICALS

NOTE: Most of these periodicals may be obtained by writing to the issuing agency.

The call numbers shown are those of the Illinois State Library. Addresses are correct as of April, 1980. Subscription prices, if charged, are included.

I020.5/ ILLI ILLINOIS LIBRARIES
Publications Unit. Illinois State Library. Centennial Building, Springfield, IL 62756.

All public libraries should be receiving this. There is a considerable amount of information which can be used for patrons' service. Special issues include the following: Law issue-every other year in even numbered years; ILA-spring of each year; statistics-October issue; Library development-November issue; Systems-December. Every third year one special issue is devoted to the Illinois State Archives and another issue for the "Newspaper in Microfilm" program of the Illinois Historical Library.

I069/ LIVI LIVING MUSEUM
Illinois State Museum. Spring and Edwards. Springfield, IL 62706.

Popular articles on "living things and the surroundings in which we live." Emphasis on Illinois nature and artifacts. Includes a calendar of Museum activities.

I309.2/ LGA LOCAL GOVERNMENT REPORTS
Dept. of Commerce and Community Affairs. 222 S. College. Springfield, IL 62706
Attn: Gary Koch.

Until Sept., 1979, this was published by the Dept. of Local Government Affairs as LGA REPORTS. News items of interest to local government officials and others concerned with local governments. Includes departmental activities, federal developments, other pertinent items.

I333.72/ I29n OUTDOOR HIGHLIGHTS
Information/Education. Dept. of Conservation. Dept. NL, 605 Stratton Office Building. Springfield, IL 62706. (Price $4.00)

"Summary of news and events in conservation, environment and outdoor recreation in Illinois." Covers activities of Department, coming events, and other news of interest.

I362/ FEEL FEELINGS
Dept. of Mental Health and Developmental Disabilities. 401 S. Springfield, IL 62706.

Designed to provide information about state and community services to the retarded in Illinois. Features activities of the Illinois Dept. of Mental Health and Developmental Disabilities and of individual institutions and programs.

I362.705/ ILLI NEWS AND VIEWS
Commission on Children. 3 West Old State Capitol Plaza. Room 206. Springfield, IL 62701.

Detailed coverage of proposed and enacted Illinois legislation pertaining to children, sometimes including full text. Also spotlights of activities of Illinois organizations and projects dealing with children.

I368.005/ ILLI ILLINOIS INSURANCE
Dept. of Insurance. 320 W. Washington, Floor 4, Springfield, IL 62767.

Indepth articles on important insurance topics in Illinois. Also clarification of legislation and departmental rules.

I371.425/ ILLI ILLINOIS CAREER EDUCATION JOURNAL
Illinois Office of Education. Dept. of Adult, Vocational and Technical Education. 100 North First St. Springfield, IL 62777.

Articles on pertinent issues and innovations in the preparation of students for careers. Includes information about classroom activity and on-the-job experience.

I378.052/ ILLI COMMUNITY COLLEGE BULLETIN
Community College Board. 3085 Stevenson Dr. Springfield, IL 62718.
Attn: Chris Merrifield

Contains status reports on state legislation affecting community colleges. Also covers policies, activities, and future events of the Board, individual colleges, and related educational organizations.

I574.05/ ILLI THE ILLINOIS NATURAL HISTORY SURVEY REPORTS
Illinois Natural History Survey. 175 Natural Resources Building. University of Illinois. Urbana, IL 61801

Nontechnical articles on scientific inquiry into the Survey's investigation of Illinois natural resources. Often one topic per issue--covers flora, fauna, water resources, etc.

I630.5/ I29a AGSCENE
Dept. of Agriculture. State Fairgrounds. Springfield, IL 62706.

Columns and activities of divisions of the Illinois Dept. of Agriculture. Also general information of interest to farmers--legislation, animal inspection, conservation, etc. (Currently undergoing some formating changes.)

IN

A. Bibliographies
B. Letters and commentaries
F. Legislation and legal materials
G. Mailing lists
M. Studies, surveys and workshops

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IN:A

UPDATE ON INDIANA STATE DOCUMENTS
ILA-ILTA District Meeting-1979

A. Legislative Material
Legislative Services Agency.

1. Digest of Acts. The publication can be ordered in May 1979 from the Legislative Services Agency, 302 State House, Indpls., IN 46204. $2.00 for long session; $1.00 for short session.
2. Indiana Code.* A complete set of the Indiana Code is available from the Legislative Services Agency for $225.00 plus postage (original code, $200.00; supplement, $25.00)
3. Indiana Administrative Code.* The Indiana Administrative Code will be published in July 1979. The 7 volume set will cost $200.00 (plus shipping).
4. Indiana Register.* The Indiana Administrative Code and the Indiana Register can be ordered from the Administrative Code and Register Office, 110 State House, Indpls. 46204. The 1st volume of the Indiana Register (1st 6 months) costs $25.00; the second volume is $100.00.
5. Indiana House and Senate Journal. The House and Senate Journals can be obtained from the Legislative Services Agency for a charge of $65.00 (short session) or $125.00 (long session).

B. Statistical Material

1. Indiana Employment Security Division - Emily Hawk, Research and Statistics Section, 313 Employment Security Building, 10 N. Senate Ave., Indpls. IN 46204.
   a. County Employment Patterns, 1977. Sep. 1978.*
   b. Occupational Wage Surveys.
   c. Profile of Economic Regions. Regions 1-14. 1978.*

2. Indiana State Board of Health - Public Health Statistics Division, State Board of Health Building, Room A-102, 1330 W. Michigan St., Indpls. IN 46204.
   a. Health Profile Data, 1968-1976.
   b. Indiana County Population Projections, 1980-2000.*
   c. Indiana Vital Statistics, 1977.*

3. Indiana Department of Mental Health - Ike Page, Statistics Branch, Dept. of Mental Health, Five Indiana Square, Indpls. IN 46204.
   Annual Statistics, 1978.*

4. Indiana Department of Public Instruction - Publications Division, Dept. of Public Instruction, 224 State House, Indpls. IN 46204.
   1977/78 Report of Statistical Information for Indiana School Corporations. Available at the end of May 1979 for $4.00 a copy.

5. Indiana Department of Public Welfare.
   a. Annual Report. The 1977/78 report is still available in limited numbers from Mr. William E. Harding, Director of Administrative Services, Dept. of Public Welfare, 704 State Office Building, Indpls. IN 46204. Charge is $5.00 plus $1.00 postage and handling. The 1978/79 report will be published in September, 1979.
   b. Semi-Annual Statistical Report. The July/Dec. 1978 issue is the latest report completed. It can be ordered free of charge for libraries from Leslie Green, Public Information Office, Dept. of Public Welfare, 701 State Office Building, Indpls. IN 46204.

6. Indiana State Library - Extension Division, 140 N. Senate Ave., Indpls. IN 46204
   Statistics of Indiana Libraries.* The 1978 Statistics will be printed in May 1979 and sent to all of the libraries listed in the publication.

7. Secretary of State - Gail Reed, Secretary of State's Office, 201 State House, Indpls. IN 46204.
   1978 Election Report.**

8. State Planning Services Agency - 3rd Floor, Harrison Building, 143 W. Market St., Indpls. IN 46204
   Indiana Fact Book. A new edition is being planned for 1979.

9. State Advisory Council for Vocational and Technical Education - Suite 524, 17 W. Market St., Indpls. IN 46204.
   Indiana Labor Supply and Demand. 1977* The publication is available at 50¢ a copy.

C. Directories

1. Indiana State Board of Accounts.
   Roster of State and Local Officials of the State of Indiana.** Distributed to libraries by the State Documents Librarian, Indiana State Library, Indiana Division, 140 N. Senate Ave., Indpls. IN 46204. The 1979 Roster should be distributed in May or June 1979.

2. Indiana Commission on the Aging and Aged - 2nd Floor, Graphic Arts Building 215 N. Senate Ave. Indpls. IN 46204.
   Directory of Indiana Senior Centers. 1978.* Copies are no longer available of the 1978 directory but the publication might be updated in 1979.

3. Indiana Arts Commission - 155 E. Market St., #614, Indpls. IN 46204.
   Arts and Crafts Directory.*

4. Indiana State Board of Health.
   a. 1979 Directory of Indiana General and Allied Hospitals.* Directories are available from the Hospital and Institutional Services Division, State Board of Health Building, Room A-220, 1330 W. Michigan St., Indpls. IN 46202.
   b. Directory of Services for the Handicapped. The 1976 edition can be obtained from the Division of the Handicapped, State Board of Health Bldg., Room A-102, 1330 W. Michigan St., Indpls. IN 46202. The directory might be updated in 1980.
   c. 1979 Indiana Licensed Health Facilities Directory.* The new directories are available from the Division of Health Facilities, State Board of Health Building, Room A-206, 1330 W. Michigan St., Indpls. IN 46202.

5. Indiana Department of Mental Health - Division of Addiction Services, Dept. of Mental Health, Five Indiana Square, Indpls. IN 46204.
   Indiana Substance Abuse Directory, 1978.* The directory might be updated at the end of 1979.

6. Indiana Department of Public Instruction.
   a. Extended Services Planning Agency Resource Directory for Migrant Farmworkers, 1979.* - A limited number of copies of the 1979 directory will be available after May 1979 from Michael Huffman, Division of Migrant and Bilingual, Bicultural Education, Dept. of Public Instruction, Room 229 State House, Indpls. IN 46204.
   b. Indiana School Directory, 1978-79.* The directory is available at $2.00 a copy from the Publications Division, Dept. of Public Instruction, Room 224 State House, Indpls. IN 46204.

7. State Planning Services Agency - 3rd. Floor, Harrison Building, 143 W. Market St., Indpls. IN 46204.
   Directory of Indiana's Local Housing Authorities.* April 1978. Although the 1978 edition is no longer available, the directory probably will be revised in 1979.

8. Indiana Department of Veterans Affairs - 707 State Office Building, Indpls. IN 46204.
   a. Directory of On-the-Job and Apprenticeship Training Establishments Approved for Veterans Training. 1978.
   b. Directory of Schools and Courses Approved for Veterans Training. 1978.* Although both 1978 directories are no longer available, they will be updated at the end of 1979.

9. Purdue University - Joint Highway Research Project, Civil Engineering Building, West Lafayette, IN 47907.
   Directory of Indiana State, County and City Officials Responsible for Road and Street Work, 1979*. A limited number of copies of the 1979 directory are still available. The publication will be updated next year.

D. State Plans

1. Indiana Commission on the Aging and Aged - 2nd Floor, Graphic Arts Building, 215 N. Senate Ave. Indpls. IN 46204
   State Plan on Aging for the State of Indiana for FY 1979.* Copies of the FY 1979 plan and of the FY 1980 plan which will be completed by September 1979 can be found at the 16 area agencies on aging in the state.

2. Indiana Department of Commerce. Energy Group.
   The Indiana State Energy Conservation Plan. May 1977. Only a few copies of the plan exist. Questions about the publication can be referred to Linda Herreman, Energy Group, 115 N. Pennsylvania St., 7th Floor, Indpls. IN 46204.

3. Indiana Department of Correction.
   Indiana Master Plan. 2 v. and Executive Summary. September 1976.

4. Indiana Criminal Justice Planning Agency - 215 N. Senate Ave., Indpls. IN 46204
   1979 Indiana Criminal Justice Comprehensive Plan. A limited number of copies are available.

5. Indiana State Board of Health.
   Indiana Plan for Health. 1977.** A preliminary 1978/79 health plan should be completed in May 1979 and a final version in September. The Health Planning Agency would like to distribute some form of the new plan to all public and academic libraries.

6. Indiana Department of Natural Resources - Outdoor Recreation Division, Dept. of Natural Resources, 612 State Office Building, Indpls. IN 46204. Indiana Outdoor Recreation Plan. 1975.* The 1979 plan should be available in August 1979.

7. Interdepartmental Board for the Coordination of Human Services Programs State of Indiana Comprehensive Annual Services Plan, 1979/80.* Copies of the proposed plan which is currently being distributed and of the final plan which should be completed in July 1979 can be obtained from the Indiana Office of Social Services, 964 N. Pennsylvania St., Indpls. 46204.

8. Task Force on Position Classification and Salary Administration. Final Report of the Task Force on Position Classification and Salary Administration. 3 v. Jan. 1975.

9. Indiana State Board of Vocational and Technical Education. Indiana State Plan for Vocational Education, fiscal years 1978-1982.* Both the 1978-1982 plan and the 1980 fiscal year plan which should be completed in the fall of 1979 can be requested from the Indiana Curriculum Materials Center, Indiana State University, Terre Haute, IN 47809.

E. Miscellaneous Publications

1. Indiana Department of Commerce - Research and Economic Development Planning Group, 1350 Consolidated Building, 115 N. Pennsylvania, Indpls. IN 46204 Indiana Energy: Technological and Economic Aspects, A Descriptive Study, 1977.*

2. Indiana Department of Natural Resources.
   a. Indiana Canoe Guide. 1978.* Copies can be purchased for $2.00 (including tax) from the Division of State Parks, Dept. of Natural Resources, 616 State Office Building, Indpls. IN 46204.
   b. Indiana Historical Map. A revised 1979 map is available for $1.56 from the Division of State Parks, 616 State Office Building, Indpls. IN 46204.

3. Indiana Organized Crime Prevention Council - Suite 502, Harrison Building, 143 W. Market St., Indpls. IN 46204. Sourcebook '78.* September 1977.

4. Indiana Department of Public Instruction - Publications Division, Dept. of Public Instruction, Room 224 State House, Indpls. IN 46204 Teacher Education and Certification Handbook. Fall 1976.* A limited number of handbooks are available for $2.00 a copy.

5. Indiana Rehabilitation Services.-P.O. 7070, 1001 Illinois Building, Indpls. IN 46207.
   a. Guide to Indiana Laws for the Handicapped.** This publication will be updated in 1979.
   b. Indiana Law Now Compensates the Innocent Victim of a Violent Crime.**

* Publications sent to Indiana state document depository libraries.
**Publications sent to public and academic libraries.

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Memo Regarding the Documents Depository Act, Sent to Governor Bowen from Marcelle K. Foote, April 24, 1973.

The Indiana State Library is designated as the depository library for Indiana public documents and is to maintain the official file of Indiana state documents. Two copies of each document published by the state are needed for the official file of Indiana documents.

A public document is defined as any book, booklet, magazine, or periodical, pamphlet, leaflet, sheet or other published items produced by printing press, multilith, multigraph, mimeograph, or similar quantity duplication means, and issued by an official department, division, bureau, board, commission, educational institution or other agency of state government of Indiana for public information, guidance, or regulation. Copies of the annual reports of state departments made to the Governor, whether printed, processed or typewritten are also included.

Completely exempt from the law authorizing departments to furnish the State Library with documents are publications of state university presses, directives for internal administration, intra-office and inter-office publications, forms, memoranda, and contracts.

The law further provides that up to fifty (50) copies of a public document of general interest are to be furnished the State Library for deposit in the libraries of the four state universities, the Library of Congress, and designated depository libraries throughout the state. The number of each document to be furnished the State Library for distribution purposes shall be determined by the library according to the availability of the document, and the general interest as a depository item.

Provisions are made in other acts for the distribution of certain state publications, such as the session laws of the General Assembly, the journals of the Indiana House and Senate, the Supreme and Appellate Court reports, and the publications of the Indiana Historical Bureau. These publications are exempt from this section of the law dealing with distribution of documents.

sum shall be added all amounts received by the authority designated for such small business fund.

SECTION 5. Whereas an emergency exists for the more immediate taking effect of this act, the same shall be in full force and effect on and after its passage.

PUBLIC LAW No. 27

[H. 1368. Approved April 19, 1973.]

AN ACT to amend IC 1971, 4-23-7 concerning the Indiana library and historical department as it relates to the collection of public documents.

Be it enacted by the General Assembly of the State of Indiana:

SECTION 1. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.4 and to read as follows: Sec. 23.4. In order that all public documents of the state of Indiana shall be preserved and made available for use of the citizens of the state, the Indiana State Library is hereby designated as the depository library for Indiana documents. The Indiana State Library shall maintain a complete collection of all Indiana public documents. This collection shall be the official file of Indiana state documents. The Indiana State Library shall establish a state document depository system by which copies of all those public documents published by the state which are of general interest or use shall be deposited in designated depository libraries, and shall distribute to other libraries copies of those public documents published by the state which are of greatest interest or use and for which a more general distribution is appropriate.

SECTION 2. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.5 and to read as follows: Sec. 23.5. (a) Each and every state official, state department, state board, state commission or state agency of any kind, which issues public documents shall

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furnish the state library fifty (50) copies of all publications issued by them whether printed, mimeographed, or duplicated in any way, which are not issued solely for use within the issuing office. However, if the library requests, as many as twenty-five (25) additional copies of each public document shall be supplied.

(b) If other provision is made by law for the distribution of the session laws of the general assembly, the journals of the house and senate of the general assembly, the supreme court and court of appeals reports or the publications of the Indiana historical bureau, any of those for which distribution is provided for are exempted from the depository requirements of subsection (a) of this section. However, two (2) copies of each document exempted under this subsection from the general depository requirements shall be deposited with the Indiana State Library.

(c) Publications of the various schools, colleges, divisions and departments of the state universities and their regional campuses are exempt from the depository requirements of subsection (a) of this section, but two (2) copies of each publication of these divisions shall be deposited in the Indiana State Library.

(d) Publications of state university presses, directives for internal administration, intra-office and inter-office publications and forms are completely exempt from all depository requirements.

(e) A state officer or agency which complies with subsection (a) of this section shall be exempt from the requirements of IC 1971, 4-23-7-8.

SECTION 3. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.6 and to read as follows: Sec. 23.6. It shall be the duty of the Indiana State Library to:

(a) Keep at least two (2) copies of each Indiana state document as permanent reference copies;

(b) Send two (2) copies of each Indiana state document to the Library of Congress excluding those where other provisions for distribution are made by law;

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(c) Designate the four (4) state university libraries and certain selected Indiana public, school and college libraries in the several geographical sections of the state as secondary depository libraries to receive one (1) copy of those Indiana state documents which are of general interest. Selection of secondary depository libraries shall be made by the Indiana State Library, based on a determination that the libraries selected will keep the documents readily accessible for use, and will render assistance for their use to qualified patrons without charge.

(d) Prepare and issue quarterly, complete lists of state issued documents, which were issued during the immediately preceding quarter. These lists shall be cumulated and printed annually, at the end of each calendar year. Copies of these lists shall be distributed by the Indiana State Library to state departments and agencies, and to public and college libraries within the state.

(e) Set up a document exchange system with agencies in other states, in order that selected documents of various other states shall be available for use by the citizens of Indiana.

PUBLIC LAW No. 28

[S. 277. Approved April 19, 1973.]

AN ACT to amend IC 1971, 5-1, by adding a new chapter concerning bond refunding.

Be it enacted by the General Assembly of the State of Indiana:

SECTION 1. IC 1971, 5-1, is amended by adding a new chapter to be numbered 5, and to read as follows:

Chapter 5. Advance Refunding Bond Law.

Sec. 1. The following terms as used in this chapter, have the following meanings:

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LIST OF COLLEGE & UNIVERSITY LIBRARIES

(For Distribution of State Documents,
does not include BSU, ISU, PU & VU)

Librarian
Ancilla Domini College
Donaldson, Indiana 46513

Librarian
Anderson College
1033 E. Third Street
Anderson, Indiana 46011

Librarian
Bethel College
1001 W. McKinley Avenue
Mishawaka, Indiana 46544

Library
Butler University
4600 Sunset Avenue
Indianapolis, Indiana 46208

Librarian
Calumet College
Whiting, Indiana 46394

Librarian
Christian Theological Seminary
1000 W. 42nd Street
Indianapolis, Indiana 46208

Librarian
Concordia Senior College
6600 N. Clinton Street
Fort Wayne, Indiana 46825

Librarian
Crosier House of Studies
2620 E. Wallen Road
Fort Wayne, Indiana 46805

Librarian
Depauw University
Box 137
Greencastle, Indiana 46135

Librarian
Earlham College
National Road West
Richmond, Indiana 47374

Librarian
Franklin College
Franklin, Indiana 46131

Librarian
Goshen College
1700 S. Main
Goshen, Indiana 46526

Librarian
Grace College
Wooster Road
Winona Lake, Indiana 46590

Librarian
Hanover College
Box 287
Hanover, Indiana 47243

Librarian
Holy Cross Junior College
Box 308
Notre Dame, Indiana 46556

Librarian
Huntington College
2303 College Avenue
Huntington, Indiana 46750

Librarian
Indiana Central University
4001 S. Otterbein Avenue
Indianapolis, Indiana 46227

Librarian
Indiana Institute of Technology
1600 E. Washington Boulevard
Fort Wayne, Indiana 46803

Librarian
Indiana-Purdue Regional Campus Library
2101 Coliseum Boulevard East
Fort Wayne, Indiana 46805

Librarian
Indiana State University
Evansville Campus
Evansville, Indiana 47712

Librarian
Indiana University
East Campus
Richmond, Indiana 47374

List of College & University Libraries (cont'd)

Librarian
Indiana University
Kokomo Campus
2300 S. Washington
Kokomo, Indiana 46901

Librarian
Indiana Univer~~is~~ty
Northwest Campus
3400 Broadway
Gary, Indiana 46408

Librarian
Indiana University
South Bend Campus
1825 Northside Boulevard
South Bend, Indiana 46615

Librarian
Indiana University
Southeast Campus
P.O. Box 679
New Albany, Indiana 47150

Acquisition Librarian
Indiana University-Purdue University
at Indianapolis
420 Blake Street
Indianapolis, Indiana 46202

Librarian
Indiana University-Purdue University
38th Street Campus Library
1201 E. 38th Street
Indianapolis, Indiana 46205

Librarian
Manchester College
North Manchester, Indiana 46962

Librarian
Marian College
3200 Cold Springs Road
Indianapolis, Indiana 46222

Librarian
Marion College
4201 S. Washington Street
Marion, Indiana 46952

Librarian
Northwood Institute
West Baden, Indiana 47469

Librarian
Oakland City College
Oakland City, Indiana 47660

Librarian
Purdue University
Calumet Campus Library
2333-171st Street
Hammond, Indiana 46323

Librarian
Purdue University
North Central Campus
Westville, Indiana 46391

Librarian
Rose-Hulman Institute of Technology
5500 E. Wabash Avenue
Terre Haute, Indiana 47803

Librarian
Saint Francis College
2701 Spring Street
Fort Wayne, Indiana 46808

Librarian
Saint Joseph's College
Box 828
Rensselaer, Indiana 47978

Librarian
Saint Mary's College
Notre Dame, Indiana 46556

Librarian
St. Mary of the Woods College
St. Mary of the Woods, Indiana 47876

Librarian
Saint Meinrad College
Saint Meinrad, Indiana 46577

Librarian
Taylor University
Upland, Indiana 46989

Librarian
Teacher's Library
120 E. Walnut
Indianapolis, Indiana 46204

Librarian
Tri-State College
Angola, Indiana 46703

List of College & University Libraries (cont'd)

Librarian
University of Evansville
Box 329
Evansville, Indiana 47701

Librarian
University of Notre Dame
Notre Dame, Indiana 46556

Librarian
Vincennes University
1001 N. 1st Street
Vincennes, Indiana 47591

Librarian
Wabash College
Crawfordsville, Indiana 47933

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INDIANA PUBLIC LIBRARIES

Akron Public Library
Akron, IN

Noble County Public Library
Albion, IN

Alexandria Public Library
Alexandria, IN

Anderson Public Library
Anderson, IN

Andrews Public Library
Andrews, IN

Angola Public Library
Angola, IN

Argos Public Library
Argos, IN

Atlanta Public Library
Atlanta, IN

Attica Public Library
Attica, IN

Eckhart Public Library
Auburn, IN

Aurora Public Library
Aurora, IN

Washington Township Public Library
(Avon)
P.O. Indianapolis, IN

Batesville Public Library
Batesville, IN

Lawrence County Contractual Library
Bedford, IN

Beech Grove Public Library
Beech Grove, IN

Berne Public Library
Berne, IN

Bicknell Public Library
Bicknell, IN

Bloomfield Public Library
Bloomfield, IN

Monroe County Public Library
Bloomington, IN

Wells County Public Library
Bluffton, IN

Warrick County Contractual Library
Boonville, IN

Boswell Public Library
Boswell, IN

Bourbon Public Library
Bourbon, IN

Brazil Public Library
Brazil, IN

Bremen Public Library
Bremen, IN

Bristol Public Library
Bristol, IN

Brook Public Library
Brook, IN

Prairie Township Public Library
Brookston, IN

Brookville Public Library
Brookville, IN

Brownsburg Public Library
Brownsburg, IN

Brownstown Public Library
Brownstown, IN

Butler Public Library
Butler, IN

Cambridge City Public Library
Cambridge City, IN

Camden Public Library
Camden, IN

Cannelton Public Library
Cannelton, IN

Carmel Public Library
Carmel, IN

Henry Henley Library
Carthage, IN

Centerville Public Library
Centerville, IN

Charlestown Township Library
Charlestown, IN

Westchester Public Library
Chesterton, IN

Churubusco Public Library
Churubusco, IN

Clayton Public Library
Clayton, IN

Clinton Public Library
Clinton, IN

Coatesville Public Library
Coatesville, IN

Colfax Public Library
Colfax, IN

Peabody Library
Columbia City, IN

Bartholomew County Library
Columbus, IN

Fayette County Library
Connersville, IN

Converse Public Library
Converse, IN

Corydon Public Library
Corydon, IN

Covington Public Library
Covington, IN

Crawfordsville Public Library
Crawfordsville, IN

Crown Point Public Library
Crown Point, IN

Culver Public Library
Culver, IN

Danville Public Library
Danville, IN

Darlington Public Library
Darlington, IN

Decatur Public Library
Decatur, IN

Delphi Public Library
Delphi, IN

Dublin Public Library
Dublin, IN

Dunkirk Public Library
Dunkirk, IN

Earl Park Public Library
Earl Park, IN

East Chicago Public Library
East Chicago, IN

Wright-Hageman Library
Edinburg, IN

Elkhart Public Library
Elkhart, IN

Elwood Public Library
Elwood, IN

Crawford County Library
English, IN

Vanderburgh County Contractual Library
Evansville, IN

Willard Library
Evansville, IN

Fairmount Public Library
Fairmount, IN

Farmland Public Library
Farmland, IN

Flora Public Library
Flora, IN

Fort Branch Public Library
Fort Branch, IN

Fortville Public Library
Fortville, IN

Allen County Contractual Library
Fort Wayne, IN

Benton County Library
Fowler, IN

Francesville Public Library
Francesville, IN

Frankfort Public Library
Frankfort, IN

Johnson County Contractual Library*
Franklin, IN

Fremont Public Library
Fremont, IN

Melton Public Library
French Lick, IN

Garrett Public Library
Garrett, IN

Gary Public Library
Gary, IN

Gas City Public Library
Gas City, IN

Geneva Public Library
Geneva, IN

Goodland Public Library
Goodland, IN

Goshen Public Library
Goshen, IN

Grandview Public Library
Grandview, IN

Putnam County Library
Greencastle, IN

Greenfield Public Library
Greenfield, IN

Greensburg Public Library
Greensburg, IN

Greentown Public Library
Greentown, IN

Greenwood Public Library
Greenwood, IN

Hagerstown Public Library
Hagerstown, IN

Hamlet Public Library
Hamlet, IN

Hammond Public Library
Hammond, IN

Hartford City Public Library
Hartford City, IN

Hebron Public Library
Hebron, IN

Huntingburg Public Library
Huntingburg, IN

Huntington Public Library
Huntington, IN

Indianapolis-Marion County Public Library
Indianapolis, IN

Jasonville Public Library
Jasonville, IN

Dubois County Contractual Library
Jasper, IN

Jeffersonville Township Public Library
Jeffersonville, IN

Jonesboro Public Library
Jonesboro, IN

Kendallville Public Library
Kendallville, IN

Kentland Public Library
Kentland, IN

Kewanna Public Library
Kewanna, IN

Kingman Public Library
Kingman, IN

Kirklin Public Library
Kirklin, IN

* Scheduled to become Johnson County Library in March 1977.

Knightstown Public Library
Knightstown, IN

Starke County Library
Knox, IN

Kokomo Public Library
Kokomo, IN

Dewey Township Library
LaCrosse, IN

Ladoga Public Library
Ladoga, IN

Wells Memorial Library
Tippecanoe County Contractual Library
Lafayette, IN

LaGrange County Library
La Grange, IN

Lake County Public Library
Merrillville, IN

Lake Township Library
Newton County Contractual Library
Lake Village, IN

La Porte County Contractual Library
La Porte, IN

Lawrenceburg Public Library
Lawrenceburg, IN

Lebanon Public Library
Lebanon, IN

Union County Public Library
Liberty, IN

Ligonier Public Library
Ligonier, IN

Linden Public Library
Linden, IN

Linton Public Library
Linton, IN

Cass County Public Library
Logansport, IN

Loogootee Public Library
Loogootee, IN

Lowell Public Library
Lowell, IN

Washington Township Library
Lynn, IN

Jefferson County Library
Madison, IN

Marion Public Library
Marion, IN

Markle Public Library
Markle, IN

Morgan County Contractual Library
Martinsville, IN

Matthews Public Library
Matthews, IN

Bell Memorial Library
Mentone, IN

Michigan City Public Library
Michigan City, IN

→ Middlebury Public Library
Middlebury, IN

Middletown Public Library
Middletown, IN

Milford Public Library
Milford, IN

Mishawaka Public Library
Mishawaka, IN

Mitchell Public Library
Mitchell, IN

Monon Public Library
Monon, IN

Monterey Public Library
Monterey, IN

Montezuma Public Library
Montezuma, IN

Monticello Public Library
Monticello, IN

Montpelier Public Library
Montpelier, IN

Mooresville Public Library
Mooresville, IN

Alexandrian Free Public Library
Mount Vernon, IN

Muncie Public Library
Muncie, IN

Nappanee Public Library
Nappanee, IN

Brown County Public Library
Nashville, IN

Floyd County Public Library
New Albany, IN

Newburgh Public Library
Newburgh, IN

New Carlisle Public Library
New Carlisle, IN

Henry County Contractual Library
New Castle, IN

Workingmen's Institute Library
New Harmony, IN

Vermillion County Library
Newport, IN

Noblesville Public Library
Noblesville, IN

North Judson Public Library
North Judson, IN

North Manchester Public Library
North Manchester, IN

Jennings County Library
North Vernon, IN

Oakland City Public Library
Oakland City, IN

Odon Winkelpleck Library
Odon, IN

Joyce Public Library
Orland, IN

Orleans Public Library
Orleans, IN

Osgood Public Library
Osgood, IN

Otterbein Public Library
Otterbein, IN

Owensville Public Library
Owensville, IN

Oxford Public Library
Oxford, IN

Paoli Public Library
Paoli, IN

Pendleton Public Library
Pendleton, IN

Penn Township Public Library
Pennville, IN

Peru Public Library
Peru, IN

Barrett Memorial Library
Pike County Contractual Library
Petersburg, IN

Pierceton Public Library
Pierceton, IN

Plainfield Public Library
Plainfield, IN

Plymouth Public Library
Plymouth, IN

Jay County Contractual Library
Portland, IN

Posyeville Public Library
Poseyville, IN

Princeton Public Library
Princeton, IN

York Township Library
Raub, IN

Remington Public Library
Remington, IN

Jasper County Contractual Library
Rensselaer, IN

Morrisson Reeves Public Library
Wayne County Contractual Library
Richmond, IN

Ridgeville Public Library
Ridgeville, IN

Ohio County Library
Rising Sun, IN

Roachdale Public Library
Roachdale, IN

Roann Public Library
Roann, IN

Roanoke Public Library
Roanoke, IN

Fulton County Library
Rochester, IN

Spencer County Contractual Library
Rockport, IN

Rockville Public Library
Rockville, IN

Royal Center Public Library
Royal Center, IN

Rushville Public Library
Rushville, IN

Salem Public Library
Salem, IN

Scott County Library
Scottsburg, IN

Jackson County Contractual Library
Seymour, IN

Shelby County Library
Shelbyville, IN

Sheridan Public Library
Sheridan, IN

Shoals Public Library
Shoals, IN

South Bend Public Library
South Bend, IN

South Whitley Public Library
South Whitley, IN

Speedway Public Library
Speedway, IN

Owen County Contractual Library
Spencer, IN

Spiceland Public Library
Spiceland, IN

Sullivan County Library
Sullivan, IN

Swayzee Public Library
Swayzee, IN

Syracuse Public Library
Syracuse, IN

Perry County Contractual Library
Tell City, IN

Vigo County Library
Terre Haute, IN

Thorntown Public Library
Thorntown, IN

Tipton County Public Library
Tipton, IN

Union City Public Library
Union City, IN

Barton Rees Pogue Memorial Library
Upland, IN

Porter County Library
Valparaiso, IN

Van Buren Public Library
Van Buren, IN

Tyson Public Library
Versailles, IN

Switzerland County Library
Vevay, IN

Knox County Contractual Library
Vincennes, IN

Wabash Public Library
Wabash, IN

Wakarusa Public Library
Wakarusa, IN

Walkerton Public Library
Walkerton, IN

Walton Public Library
Walton, IN

Cass Township Public Library
Wanatah, IN

Warren Public Library
Warren, IN

Warsaw Public Library
Warsaw, IN

Washington Public Library
Washington, IN

Waterloo Public Library
Waterloo, IN

Waveland Public Library
Waveland, IN

Westfield Public Library
Westfield, IN

West Lafayette Public Library
West Lafayette, IN

West Lebanon Public Library
West Lebanon, IN

Westville Public Library
Westville, IN

Whiting Public Library
Whiting, IN

Williamsport Public Library
Williamsport, IN

Pulaski County Library
Winamac, IN

Winchester Public Library
Winchester, IN

Wolcott Public Library
Wolcott, IN

Worthington Public Library
Worthington, IN

Hussey Memorial Library
Zionsville, IN

11\10\80

IN:M

DOCS LAW AIDS COLLECTION

By Patricia Matkovic, State Documents Librarian, ISL

Did you know that an 1841 Indiana law required the state librarian to take up the carpets and sweep the State House rooms after the legislature had adjourned and trim the trees and prune the shrubs around the State House? This law also stated that the librarian should collect and preserve reports of department heads of state governments, and messages of the president of the United States and state governors. Since it was the first statute to specify that state publications should be collected and housed in the State Library, the law is the forerunner of the 1973 Documents Depository Act which sets the guidelines for the current state documents program at the State Library.

What are state documents and why is it necessary to have an entire law regulate them? A state or public document is defined as any book, booklet, magazine, periodical, leaflet, pamphlet, or sheet produced for public information, guidance, or regulation, excluding internal communication, forms, and contracts. Bulletins from the state universities are state documents, as are annual reports and newsletters from the state agencies, and even such specialized publications as the Indiana Big Tree Register published by the Department of Natural Resources and the Popcorn report prepared by Purdue University.

While collecting state documents appears to be easy considering the proximity of the Library to other state offices, it is often difficult because of frequent personnel changes, often mysteriously occurring in four year cycles, constant relocation of state offices, and numerous budget problems. The Documents Depository Act provides a legal basis for collecting documents. The documents librarian, however, still must search the Indianapolis newspapers and other publications, and visit the State Printing Board and other state agencies to discover which documents are being prepared so that a gentle reminder can be given to agencies to forward their material to the Library. Copies of state documents are retained at the State Library and the remainder are sent to the Indiana academic and public libraries which have been selected to be secondary depositories, in accord with the Documents Depository Act. Corresponding with the ALSA Regions, the depository libraries are: Area 1 - Valparaiso Univ.; 2 - South Bend P.L.; 3 - Ft. Wayne P.L.; 4 - Purdue Univ.; 5 - Kokomo P.L.; 6 - Ball State Univ.; 7- Indiana State Univ.; 8 - State Library; 9- Morrisson-Reeves P.L., Richmond; 10 - Indiana Univ.; 11-12 - Bartholomew Co. P.L.; 14 - New Albany P.L.

The Documents Depository Act also requires a quarterly checklist with annual cumulations be sent to all state agencies. The checklist contains the agency addresses, so that documents may be ordered directly from the issuing office. The 1976 cumulated checklist has a subject index, a new feature which is proving very useful. Any librarian who would like to be placed on the mailing list to receive Checklist of Indiana State Documents should send a request to: State Documents Librarian, Indiana State Library, 140 N. Senate, Indianapolis, In. 46204 (633-6730).

Has the state documents program proved successful? We might be prejudiced, but we think that it has benefited everyone concerned -- Indiana state agencies, libraries, citizens, and the State Library. From 1973 to 1976, the number of documents received at the State Library has more than doubled and the number of state publications sent to the depository libraries has tripled. One result of the program is that material similar to the consumer pamphlets prepared by the Attorney General's Office are located in every area of the state. Another effect is that depository libraries have a growing number of state documents, such as the Indiana Fact Book, to use in assisting their patrons. Indiana citizens now can easily obtain material like employment statistics which can affect their standard of living and hunting and fishing laws which can influence their recreational activities. The State Library is affected by the program also as its collection of state documents increases, including older publications which agencies neglected to provide in the past. We think that the state documents program is also fostering a greater spirit of cooperation among the State Library staff and other state agency employees.

Personally, as state documents librarian, weeding publications obtained from a state agency is certainly preferable to weeding the State House lawn!

Focus on Indiana Libraries v. 31, no. 4, July/Aug. 1977, p. 6.

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IN:M1

INDIANA STATE DOCUMENTS LECTURE
I.U. Graduate Library School
September 21, 1979

TOPIC: The Acquisition, Bibliographic Control and Use of Indiana State Documents and the Document Depository Law

I. Background Information
   A. Status of state documents programs
   B. Acquisition of non-Indiana state documents

II. Acquisition of State Documents

   A. Definition of state documents
   B. Acquisition of state documents
      1. Collection of publications prior to Documents Law
      2. Document Depository Law-Public Law 27
      3. Difficulties in acquiring documents
      4. Methods of collection

III. Bibliographic Control and Cataloging

   A. Bibliographic Control
      1. Publications arriving in Indiana Division
      2. Publications sent to Serials Division
   B. Cataloging of documents
      1. Indiana catalog
      2. OCLC and the cataloging of state documents

IV. Indiana Document Depository Library System

   A. Explanation of the system
   B. Regulations for depository libraries

V. Checklist of Indiana State Documents

   A. Checklist
   B. Cumulated List

VI. Results of Documents Program

   A. Statistics
   B. Benefits

VII. Use of Indiana State Documents
   A. Legislative material
   B. Annual reports
   C. Directories
   D. Statistical material
   E. Plans
   F. Studies
   G. University and institutional material
   H. Miscellaneous: leaflets, manuals, maps, newsletters, press releases

IA

C. Depository contracts
D. Forms and form letters
F. Legislation and legal materials
G. Mailing lists
J. Promotional materials
K. Selection lists and basic lists
L. Shipping lists
M. Studies, surveys and workshops

10/10/80 IA:C

State Library Use Only

Approved Status IA:C

Full ________

Selective ________

Core List ________

DOCUMENT DEPOSITORY APPLICATION

COVER SHEET

TO STATE LIBRARY COMMISSION OF IOWA

1. Requesting Agency ____.
2. Library Administrative Officer ______________________________.
3. Contact Person ____.
4. Address ____.
5. Telephone ____________________.
6. Date of Application ____________________.
7. Type of Status Full ________ Selected ________ Core List ________.

This application will become part of the contract upon approval. Any change in provisions described herein will require an amendment to be filed with the Document Depository Center.

____

Authorized Signature Date

FOR STATE LIBRARY COMMISSION ONLY:

COMMENTS:

RECOMMENDED STATUS ____________________

DDACS-1/79

NAME OF DEPOSITORY ______________________________

1. Preferred depository status (See Administrative Rules for definitions)
Full ___________ Core List _________.
If additional funds and staff become available, would you prefer Selected Depository status? Yes _____ No _____.

2. Demonstrated ability or interest:
   (a) Where will the collection be placed in relationship to the:
   circulation desk;
   Reference collection;
   Federal document collection (if applicable)

   (b) Will the space provided for state documents be of the same quality as other operations in the library? Yes _____ No _____
   Please describe.

   (c) Are microfiche readers available? Yes _____ No _____

   (d) Do you have access to a microfiche reader/printer? Yes _____ No _____
   If answer is No, do you plan to purchase one in the next twelve months? Yes _____ No _____

   (e) How do you plan to store the microfiche?

   (f) Is the present staff trained in the procedures for servicing a collection of documents and ingiving bibliographic and reference assistance for documents? Yes _____ No _____

(g) If you are located in a service area of over 25,000 people with the possibility of more than one library seeking depository status, please identify your unique clientele and justify the need for more than one depository in your population center.

3. How long do you intend to keep documents? 3 yrs.____ 5 yrs.____ 10 yrs. ____

Longer than 10 yrs. ____

As space permits beyond 3 yrs.____

4. How many hours per week will the documents depository collection be available to your patrons? ______ hours.

5. Is your institution a Federal depository? Yes ______ No ______

6. How do you plan to make patrons aware of the services offered through the state document depository program?

7. What will be your circulation policy of state documents be for:
   (a) microfiche

   (b) paper copy

8. Which classification system do you plan to use and why?

IA:C

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IA:C1

Document Depository Contract

This contract is made and executed this ________ day of ____________________,
Month, year
by and between the State Library Commission of Iowa, Document Depository Center, hereafter referred to as the Depository Center, And ____________________________ located in the city of ________________________ and the county of __________________, hereafter referred to as the Depository.

According to Chapter 303A, Code of Iowa, Enacted by the General Assembly of the State of Iowa, the State Library is authorized to Establish a document depository program with selected libraries throughout the state; and

Whereas, the above Depository has submitted to the State Library an application for selection and the State Library Commission has approved said application, and

Whereas, the State Library has implemented the Document Depository program,

Now therefore, it is mutually understood and agreed that the named Depository shall administer the program in accordance with their application and the Code of Iowa, Iowa Administrative Code, and standards adopted by the State Library Commission of Iowa for depository libraries. In Addition:

The Depository Shall Agree

A. To Provide adequate space to house the publications in a manner approved by the Depository Center;

B. To Provide an orderly, systematic record of receipt of all documents from the Depository Center, and to process all state publications within thirty (30) days after receipt;

C. To Provide trained personnel to offer satisfactory service without charge to patrons of the depository in the use of such publications;

D. To Attempt to obtain requested state documents that the Depository cannot fill through the regular Iowa interlibrary loan network.

F. To Assist the staff from the Depository Center in inspecting the facilities provided by the library for the use and storage of all state publications and Review the Depository Program.

G. To Accept and maintain publications sent through the state depository system.

H. To Dispose of publications only after receipt of written authorization of the Iowa Documents Depository Center;

I. To Comply with the terms in the program application which shall be considered a part of this contract. If during the life of this contract the program changes from the stated purposes in the program application, an amendment shall be filled with the State Library.

J. To File statistical and other reports requested by the Depository Center.

The State Library Agrees:

A. To Send documents to the Depository in regular shipments accompanied by a shipping list of documents included.

B. To Provide consulting staff to assist with the program and sponsor workshops to fill identified needs.

This contract will expire June 30, 1982.

This contract may be amended by the written mutual assent of both parties involved.

State Library Commission of Iowa	Depository Library
Date	Date

1/18/79

IA:D 11/10/80

IA:D

State Library Commission of Iow

HISTORICAL BUILDING
DES MOINES, IOWA 50319
Telephone 515 - 281 - 5236
TWX 910-520-2685

BARRY L. PORTER
State Librarian

Enclosed you will find a copy of the depository application, a sample contract, and a copy of the Administrative Rules governing the depository program.

The Core List for state documents is being revised by a sub-committee of the Advisory Council. The revised list will be reduced from the initial 100+ items, and these will be distributed in paper copy. Other documents will be converted to microfiche format and will virtually eliminate the storage and space problems we were all facing a few months ago.

We are presently evaluating the fessibility of providing the Selected Depository option. The problems yet to be resolved deal with the number of staff and adequate funding. One option is to provide either the Core List in paper or Full Depository shipments in microfiche, which is a step ahead of several states with larger staffs. Since the planned checklist will index all documents, it may prove beneficial to have the full collection available for use instead of only a partial number.

Swank classification will be used. The number will appear on the upper left corner of each fiche and on the shipping list and checklist as well. If you are not familiar with this system, it organizes documents by agency and then by form and title or series number. The Capitol Complex Telephone Directory, issued by the Communications Division of General Services would have the call number:

17	17--Iowa; GS32--General Services + Cutter number;
GS32C	C--Communications Division; 5--Directories form
5:C24	number; C24--Title + Cutter number.

Depository libraries are not obligated to use this form of classification, but it appears to be the most workable for documents and is used presently by the University of Iowa and Iowa State University.

It would undoubtedly be beneficial to hold a workshop explaining in greater detail some special aspects of the fiche program, the Swank classification, and the checklist. An indication of your desire for this type of session would be appreciated.

The application should be returned to the State Library by April 20. The Advisory Council will meet April 26 to review the applications and make recommendations. Final approval and status rests with the State Library Commission and will be part of the agenda of its May 15 meeting.

Questions concerning the application or the depository program is general can be directed to Barry Porter (515-281-4113) or to me (515-281-4354).

Sincerely,

G. Shirley Duis

G. Shirley Duis
Documents Depository Center

GSD/gm

IA:D 11/10/80

IA:D1

IOWA DOCUMENTS DEPOSITORY CENTER
PUBLICATION INFORMATION FORM

1. Agency issuing publication: ______________________

Subdivision of agency: ______________________

2. Publication title: ______________________

3. Personal author (s): ______________________ & ______________________
Last First Middle Last First Middle

4. Cooperating agency (ies): ______________________

5. Frequency of publication: _____ one time _____ monthly _____ annually

_____ other (specify) ______________________

6. Availability: _____ Copies available free from issuing agency

_____ Copies available for purchase from issuing agency

Price $_________

_____ Not available

7. Abstract (brief description of contents, purpose, etc.):

Form completed by: Name ______________________ Telephone ___________

Office ______________________ Date ___________

....

11|10|80

REPRODUCTION RELEASE FROM

Title of Publication: ______________________________

Author: ______________________________

Publisher (Issuing Agency): ______________________________

Date of Publication: ______________________________

I hereby grant to the State Library Commission of Iowa permission to reproduce on microfiche for distribution to depository libraries the publication listed above.

Signature ______________________________ Title

Agency ______________________________ Date

RETURN TO: State Library Commission of Iowa
Documents Depository Center
Historical Building
Des Moines, Iowa 50319

OLO/IS-1/79

IA:D 11/10/80
IA:D3

Depository Library Center
Capitol Complex
Des Moines, Iowa 50319

The Depository Library Center collects and distributes state publications to depository libraries. "State publications" means all multiply-produced publications of state agencies regardless of format which are supported by public funds.

We require copies of the following publication for depository program:

Please send the publications to:

Depository Library Center
Capitol Complex
Des Moines, Iowa 50319

Shirley Johnson
Depository Library Center

SJ/gm

OLO/DLC-5/19/80

IA:D

11/10/80

IA:D4

DEPOSITORY LIBRARY CENTER

Capitol Complex
State Library Commission of Iowa
Des Moines, Iowa 50319

Date: ______________

Claims for materials missing from the depository shipment must be claimed from the Depository Library Center within one month of receipt of the shipment.

Claim for items not received

Shipping List number ____________________ Date __________________

Date shipment was received __________________________

Title | Classification

Name and address of library making claim

____

____

____

___________________________________ Zip ________

OLO/DLC 7-19-79

IA:D

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IA:D5

AGENCY CONTACT REPORT

date___________

Agency________________________________Department______________________

Name__________________________________Title__________________________

Purpose of Call:

Areas of Discussion:

Comments:

IA:F 11/10/80

IA:F2

MAR 2 6 1977
STATE GOVERNMENT

HOUSE FILE 468

By SMALL, WELLS, PAVICH
and WALTER

Passed House, Date__________ Passed Senate, Date__________

Vote: Ayes______ Nays______ Vote: Ayes______ Nays______

Approved____________________

A BILL FOR

An Act relating to the establishment of a depository library center within the Iowa library department.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

CPB-16200 2/73

S.F. _____ H.F. 468

BLP: Help! It looks to me like this includes DOT maps. SW

Section 1. NEW SECTION. DEFINITIONS. As used in this Act unless the context otherwise requires:

1. "State agency" means a legislative, executive, or judicial office of the state and all of its respective officers, departments, divisions, bureaus, boards, commissions, committees, and state institutions of higher education governed by the state board of regents.

2. "State publications" means all multiply-produced publications of state agencies regardless of format which are supported by public funds, except correspondence and memoranda intended solely for internal use with in the agency or between agencies, and materials designated by law as being confidential.

3. "Depository library" means a library designated for the deposit of state publications under the provisions of this Act.

Sec. 2. NEW SECTION. DEPOSITORY LIBRARY CENTER. There is created within the Iowa library department a depository library center. The state librarian shall appoint a depository librarian who shall administer the depository library center. The depository library center shall be the central agency for the collection and distribution of state publications to depository libraries.

Sec. 3. NEW SECTION. DUTIES OF THE DEPOSITORY LIBRARIAN. The depository librarian shall:

1. Enter into agreements according to rules promulgated by the depository librarian pursuant to chapter seventeen a (17A) of the Code with libraries for the deposit of state publications in the libraries. Rules shall provide for the classification of the libraries into depository libraries which, for a specified period of time, maintain either a full collection of state publications or a selected core of state publications. The state library commission and the state university of Iowa shall each permanently maintain two copies of each state publication. One copy shall not be removed

from the library and the other copy may be loaned.

2. Adopt a classification scheme for state publications and establish a record of the number and manner of distribution.

3. Annually advise state agencies of the number of copies of each class of publication needed for distribution.

4. Prepare, publish, and distribute on a quarterly basis without charge to depository libraries, and upon the request of other libraries or by subscription, a list of state publications which list shall include a cumulated index. The depository library center established in section two (2) of this Act shall also prepare and publish decennial cumulative indexes.

5. Provide to the library of Congress two copies of each state publication collected.

Sec. 4. NEW SECTION. Upon issuance of a state publication a state agency shall deposit with the depository library center at no cost to the center, seventy-five copies of the publication, or a lesser amount if specified by the depository librarian.

Sec. 5. Section eighteen point sixty-three (18.63), unnumbered paragraph two (2), Code 1977, is amended to read as follows:

The director may establish a central ~~library-and-depository~~ sales and distribution center from which shall be distributed all books, pamphlets, documents, reports and publications not required by law to be otherwise distributed. The director shall from time to time establish the cost of printing and distribution or mailing each book, pamphlet, report, document and publication. The director shall, thereafter, cause to be delivered, sent, or mailed to anyone requesting a book, pamphlet, report, document, or publication upon receipt of the cost thereof plus distribution or mailing charges. Anyone may examine a copy of any book, pamphlet, document, report or publication at the central ~~library-and-depository,~~

~~The-director-may-exempt-from-the-provisions-of-this-section any-pamphlet-or-publication-which-only-lists-the-services available-from-a-state-department-or-agency~~ sales and distribution center.

Sec. 6. Section eighteen point ninety-seven (18.97), subsection seventeen (17), Code 1977, is amended to read as follows:

17. To ~~library-of-Congress-and~~ the library of the United States supreme court ....1 copy each

Sec. 7. Section eighteen point ninety-seven (18.97), Code 1977, is amended by striking subsection eighteen (18).

Sec. 8. Section eighteen point ninety-seven (18.97), Code 1977, is amended by adding the following new subsection:

NEW SUBSECTION. To the depository library center established pursuant to section two (2) of this Act .... 75 copies

Sec. 9. Section seventeen point thirty-three (17.33), Code 1977, is repealed.

EXPLANATION

This bill establishes a depository library center within the Iowa library department for the collection and distribution of state publications to libraries in this state. State publications are defined as those which are paid for by public funds. Current law provides only that the superintendent of printing may maintain a library and depository and requires distribution only to libraries designated by the federal government as a depository for federal documents. The bill also includes a number of clarifying amendments.

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IA:F3

Code of Iowa 1979

303A.22 DEPOSITORY LIBRARY CENTER. There is created within the Iowa library department a depository library center. The state librarian shall appoint a depository librarian who shall administer the depository library center. The depository library center shall be the central agency for the collection and distribution of state publications to depository libraries.

303A.23 DUTIES OF THE DEPOSITORY LIBRARIAN. The depository librarian shall:

1. Enter into agreements according to rules promulgated by the depository librarian pursuant to chapter seventeen A-(17A) of the Code with libraries for the deposit of state publications in the libraries. Rules shall provide for the classification of the libraries into depository libraries which, for a specified period of time, maintain either a full collection of state publications or a selected core of state publication. The state library commission and the state university of Iowa shall each permanently maintain two copies of each state publication. One copy shall not be removed from the library and the other copy may be loaned.

2. Adopt a classification scheme for state publications and establish a record of the number and manner of distribution.

3. Annually advise state agencies of the number of copies of each class of publication needed for distribution.

4. Prepare, publish, and distribute on a quarterly basis without charge to depository libraries, and upon the request of other libraries or by subscription, a list of state publications which list shall include a cumulated index. The depository library center established in section two (2) of this Act shall also prepare and publish decennial cumulative indexes.

5. Provide to the library of Congress two copies of each state publication collected.

303A.24 Upon issuance of a state publication a state agency shall deposit with the depository library center at no cost to the center, seventy-five copies of the publication, or a lesser amount if specified by the depository librarian.

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SENATE FILE 2100

AN ACT
RELATING TO THE ESTABLISHMENT OF A DEPOSITORY LIBRARY CENTER WITHIN THE IOWA LIBRARY DEPARTMENT.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. NEW SECTION. DEFINITIONS. As used in this Act unless the context otherwise requires:

1. "State agency" means a legislative, executive, or judicial office of the state and all of its respective officers, departments, divisions, bureaus, boards, commissions, committees, and state institutions of higher education governed by the state board of regents.

2. "State publications" means all multiply-produced publications of state agencies regardless of format which are supported by public funds, except correspondence and memoranda intended solely for internal use within the agency or between agencies, and materials designated by law as being confidential.

3. "Depository library" means a library designated for the deposit of state publications under the provisions of this Act.

Sec. 2. NEW SECTION. DEPOSITORY LIBRARY CENTER. There is created within the Iowa library department a depository library center. The state librarian shall appoint a depository librarian who shall administer the depository library center. The depository library center shall be the central agency for the collection and distribution of state publications to depository libraries.

Sec. 3. NEW SECTION. DUTIES OF THE DEPOSITORY LIBRARIAN. The depository librarian shall:

1. Enter into agreements according to rules promulgated by the depository librarian pursuant to chapter seventeen A (17A) of the Code with libraries for the deposit of state publications in the libraries. Rules shall provide for the

classification of the libraries into depository libraries which, for a specified period of time, maintain either a full collection of state publications or a selected core of state publications. The state library commission and the state university of Iowa shall each permanently maintain two copies of each state publication. One copy shall not be removed from the library and the other copy may be loaned.

2. Adopt a classification scheme for state publications and establish a record of the number and manner of distribution.

3. Annually advise state agencies of the number of copies of each class of publication needed for distribution.

4. Prepare, publish, and distribute on a quarterly basis without charge to depository libraries, and upon the request of other libraries or by subscription, a list of state publications which list shall include a cumulated index. The depository library center established in section two (2) of this Act shall also prepare and publish decennial cumulative indexes.

5. Provide to the library of Congress two copies of each state publication collected.

Sec. 4. NEW SECTION. Upon issuance of a state publication a state agency shall deposit with the depository library center at no cost to the center, seventy-five copies of the publication, or a lesser amount if specified by the depository librarian.

Sec. 5. Section eighteen point sixty-three (18.63), unnumbered paragraph two (2), Code 1977, is amended to read as follows:

The director may establish a central ~~library-and-depository~~ sales and distribution center from which shall be distributed all books, pamphlets, documents, reports and publications not required by law to be otherwise distributed. The director shall from time to time establish the cost of printing and distribution or mailing each book, pamphlet, report, document and publication. The director shall, thereafter, cause to be delivered, sent, or mailed to anyone requesting a book,

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pamphlet, report, document, or publication upon receipt of the cost thereof plus distribution or mailing charges. Anyone may examine a copy of any book, pamphlet, document, report or publication at the central ~~library-and-depository. The-director-may-exempt-from-the-provisions-of-this-section any-pamphlet-or-publication-which-only-lists-the-services available-from-a-state-department-or-agency~~ sales and distribution center.

Sec. 6. Section eighteen point ninety-seven (18.97), subsection seventeen (17), Code 1977 Supplement, is amended to read as follows:

17. To ~~library-of-Congress-and~~ the library of the United States supreme court ....1 copy each

Sec. 7. Section eighteen point ninety-seven (18.97), Code 1977 Supplement, is amended by striking subsection eighteen (18).

Sec. 8. Section eighteen point ninety-seven (18.97), Code 1977 Supplement, is amended by adding the following new subsection:

NEW SUBSECTION. To the depository library center established pursuant to section two (2) of this Act .... 75 copies

Sec. 9. Section seventeen point thirty-three (17.33), Code 1977, is repealed.

ARTHUR A. NEU
President of the Senate

DALE M. COCHRAN
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 2100, Sixty-seventh General Assembly.

KEVIN P. LIGHT
Acting Secretary of the Senate

Approved ______________, 1978

ROBERT D. RAY
Governor

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LIBRARY DEPARTMENT[560]

CHAPTER 1
IOWA LIBRARY DEPARTMENT

1.1(303A) Organization and functions
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CHAPTER 1
IOWA LIBRARY DEPARTMENT

560—1.1(303A) Organization and function. The Iowa library department includes a state library, law library, medical library, and military library. The state librarian, who is appointed by the state library commission, supervises all activities of the Iowa library department. Its function is to work toward the development of statewide library service, to provide library service to governmental agencies, to the state legislature, and to residents of Iowa.

560—1.2(303A) Penalties. The library department may request payment for injuries, defacing, destroying, or losing books or materials under the control of any of its divisions. Payment for such loss or damage will be assessed at fair market value plus the costs of cataloging, processing, and mailing the material. The cataloging and processing charges shall not exceed five dollars per item.

1.2(1) Charges for books or materials repaired may include the costs of oral or written notification plus actual cost of repairs.

1.2(2) Overdue books or materials loaned by the library shall be returned following oral or written notification by the library. Books or materials not returned within ten weeks of the due date may be considered to be lost or willfully withheld.

1.2(3) After oral or written notification, the library may withhold borrowing privileges from a borrower charged with books or materials, injured, defaced, destroyed, lost, or willfully withheld.

1.2(4) Films and other audio visual materials or equipment must be returned by the time and date due. Borrowers should not keep such items past the due date without being granted an extension by the library department. Borrowers who do not comply with this rule may be denied film service.

1.2(5) After oral or written notification, any fines, penalties or forefeitures imposed by the library department may be recovered in an action in the name of the state and deposited in the general fund.

1.3 to 1.5 Reserved.

STATE LIBRARY DIVISION

560—1.6(303A) Description. The state library is a division of the state library department. The state library collection shall be housed in the historical building.

560—1.7(303A) Users. Users of the state library division are the residents of Iowa.

560—1.8(303A) Borrowers. Library materials may be borrowed by the residents of Iowa through the statewide co-operative interlibrary loan network by contacting any library in the state. The state library is supportive of local library service and encourages patrons to check at the local level first. Materials may also be checked out at the circulation desk of the state library.

1.8(1) No fee is charged any user for the use of library materials, but transportation costs incurred in sending material may be charged.

1.8(2) Photocopies of library materials are supplied at a nominal cost.

1.8(3) Books on reserve shall not circulate from the library.

560—1.9(303A) Information services. Information services are available within reasonable limits to any state library division user.

1.10 and 1.11 Reserved.

DEPOSITORY LIBRARY CENTER

560—1.12(303A) Definitions.

1.12(1) *"State agency"* means a legislative, executive, or judicial office of the state and all of its respective officers, departments, divisions, bureaus, boards, commissions, committees, and state institutions of higher education governed by the state board of regents.

1.12(2) *"State publications"* means all multiply produced publications of state agencies regardless of format which are supported by public funds, except correspondence and memoranda intended solely for internal use within the agency or between agencies, and materials designated by law as being confidential.

1.12(3) *"Depository library"* means a library designated for the deposit of state publications under the provisions of this Act.

1.12(4) Depository librarian shall be appointed by the state librarian and shall administer the depository library center.

1.12(5) The depository library center shall be the central agency for the collection and distribution of state publications to depository libraries and shall be referred to as depository library center.

1.12(6) The state library commission and the state university of Iowa shall each permanently maintain two copies of each state publication.

1.12(7) *"Full depository"* shall be a library receiving everything collected by the depository library center.

1.12(8) *"Selective depository"* shall be a library receiving only those publications selected by it.

1.12(9) *"Core list library"* shall receive only those publications found on the periodically compiled core list.

1.12(10) *"Core list"* of Iowa state documents is a selected list intended to meet the basic document needs of libraries.

1.12(11) A library may be designated as either a full depository or as a selective depository under the program. Depositories may receive materials on the "core list".

This rule implements section 303A.21 of the Code.

560—1.13(303A) Administration of depository program.

1.13(1) Depository status shall be determined by the state library commission upon written application by the library. Upon approval of the application, a contract between the depository library center and the depository library shall be completed.

1.13(2) A nine member advisory council shall be organized to advise the Iowa library department regarding this program. The advisory council may be composed of members of state agencies, representatives of depository and nondepository libraries, and the general public appointed by the commission.

1.13(3) The document depository program shall be administered by the depository librarian under the direction of the state librarian.

a. The depository librarian shall make a regular inspection of each depository library and shall submit a written evaluation to the depository library at the conclusion of the visit.

b. The depository library center shall compile the core list after consultation with interested parties.

1.13(4) All nondepository libraries may contact the agency or the state printer for material on a first-come, first-served basis.

1.13(5) Materials missing from the depository shipments must be claimed from the depository library center within one month of receipt of the shipment. After that time, requests should be made directly to the issuing agency or the state printer.

This rule implements section 303A.22 of the Code.

560—1.14(303A) Depositories.

1.14(1) The state university of Iowa and the Iowa library department shall be considered as depositories in addition to those mentioned in the subrules.

1.14(2) Depositories shall meet the following minimum requirements:

a. All publications received under this program will be retained for a minimum of three years unless a lesser retention period is designated for an item or items by the depository center.

b. The depository agrees to make the documents available for free public use. Every effort should be made by the depository library to make as few restrictions on circulation as possible.

c. Space for depository operations should be of the same quality as for other operations of the library. If documents are maintained in a separate division of the library, the space provided should be conveniently located to encourage use of the materials.

1.14(3) Depository libraries may be selected on the basis of one or more of the following criteria:

a. Geographic location consistent with a policy of distributing depositories so as to minimize the distance a user would need to travel.

b. Demonstrated ability to handle the receipts desired based on size of collection, identified need of the library's clientele, and the availability of space and staff.

c. Present federal depository status.

1.14(4) The program will be implemented as rapidly as funds, staff, and publications are available. Thirty libraries will be designated in the initial program.

560—1.15(303A) Withdrawal of a library from the program.

1.15(1) A core list library may withdraw from this program by sending written notice to the depository center.

1.15(2) A depository library may withdraw from this program by sending written notice to the document depository center sixty days prior to such withdrawal.

1.15(3) A library's depository designation may be withdrawn for failure to conform to the terms of the contract. The state librarian shall give written notification to the depository. Within thirty days after the receipt of such notice, the depository library and the state library shall hold a meeting to review the stated inadequacies. If inadequacies are not corrected or a written plan of action has not been submitted within thirty days, the state library shall withdraw the library's depository designation.

1.15(4) Upon termination of the contract the depository documents become the property of the depository library center and must be returned to the center or to such other depositories as may be specified by the center.

1.16 to 1.19 Reserved.

LAW LIBRARY DIVISION

560—1.20(303A) Description. The state law library is a division of the Iowa library department, and the law librarian is appointed by the state librarian with the approval of

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Rationale for a State Document Depository System

(Revised)

"The effective functioning of a free government like ours depends largely on the force of an informed public opinion." Justice Hugo Black

Recognizing the need for free flow of governmental information on all levels to citizens, the Government Documents Round Table of the American Library Association has issued "Minimum Standards for State Servicing of State Documents", which includes the requirement that a state agency should be "designated by law" to collect and distribute copies of state publications within the state. Thirty-one of the 50 states already maintain some type of official distribution system for state publications. In at least 8 other states such legislation is under serious consideration. The State Documents Distribution Committee of ILA's Government Documents Sections hopes that legislation establishing such a system for Iowa will be quickly enacted.

Current Iowa Law

At the present time there are two main provisions of the Iowa law which deal with the distribution of state publicaitons to libraries: Chapters 18 and 17.33 of the Iowa Code.

1. Chapter 18 makes certain specific publications such as the Code, the Official Register, and the Journals available to public, college and university libraries in the state. A few libraries are given multiple copies of the Code for exchange purposes with out-of-state libraries.

2. Chapter 17.33 provides that any library in the state which has been designated a federal depository by the U.S. Superintendent of Documents can receive from the Superintendent of Printing one free copy of any

publication which he prints as long as a separate request indicating federal depository status is made for each item.

Two additional sections of the Code deal with the responsibility of the State Historical Department to collect and preserve "public documents...illustrative of the natural and political history of the territory and state..."; and with its duty to receive and store primary public records (Chapter 303.6 & 303.12). This department is collecting artifacts and original manuscript records. It is not collecting all state publications.

Section 18.63 permits the director of general services to establish a central sales and distribution facility for state publications. The section does not provide for free and automatic distribution to libraries, and is not currently being implemented.

All of these laws are adequate within the narrow scope of their intended purpose. But for the state to exercise its responsibility of making all its publications readily available to all its citizens a much more comprehensive plan is required.

Inadequacies of Current Law

The difficulities of not having a comprehensive system for distribution of public documents are many:

For a library to make a separate request for each issue of a publication, the library must first discover that the publication exists. A survey conducted by this committee found that 59 of the 64 libraries responding to the question found it difficult to determine what publications had been issued. Many libraries rely on the Iowa Documents list (published by the University of Iowa Libraries and distributed free of charge to requesting libraries) as an aid to acquistion of these materials, but even this list includes only those publications that the University has been able to cover.

In making a separate request for each publication an individual library must spend time in initiating the request, and each state agency must expend time filling separate requests from many libraries, as well as absorbing mailing costs.

The law requires the State Printer to send publications free of charge only to federal depositories. Thirteen of 19 federal depositories in Iowa are located in academic libraries, which means that not enough copies of state publications are getting into public libraries and thus are not accessible to most citizens.

Finally, too few publications are actually issued by the State Printer; most are produced by the authoring agencies, which often seem reluctant to make their publications available free to libraries. This is understandable, but makes it very difficult for public libraries on small budgets to provide their patrons with often vital information.

Proposed Legislation

Under provisions of the proposed legislation, a new central agency (the Depository Library Center) would be created within the State Library Commission. The Center would be responsible for receiving from each state agency, including the State Printer, sufficient copies of each publication to distribute to libraries which will be designated as state document depositories. The Center would also set standards for the maintenance of state document collections by depository libraries and otherwise see to it that the publications are made available for the benefit of the largest number of Iowa citizens. Two libraries (the University of Iowa Library and the State Library) would become archival depositories, i.e., receive two copies of each and every publication issued by the state to preserve and organize for permanent use.

The depository Library System would greatly enhance citizens' access to public documents and would provide state agencies with an effective vehicle for dissemination of the information which they spend time and effort to produce.

The system would automatically place publications in library collections, easily available to the public. Libraries would no longer have to ferret out state publications on a "hit-or-miss" basis. State agencies could print in lesser quantities and yet be assured of wide exposure to the public and other agencies.

Depository libraries could be eliminated from agency mailing lists. Agencies would be required to deliver to only one address (the Depository Library Center), thus releasing staff time now spent in filling individual requests.

Production of the Iowa Documents list would be made more efficient. This important public awareness medium would be able to list more publications and get news of the availability of publications into the hands of more people.

The organized preservation of the entire output of state agencies would be assured. Thus the future needs of officials, historians, and citizens would be met without the necessity of each agency maintaining stockpiles of back publications.

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STATE DOCUMENT DEPOSITORY ADVISORY COUNCIL

P[illegible] Van De Voorde
ISU Library
Ames, Iowa 50011

Carolyn Kohler
Government Publications
U of I Library
Iowa City, Iowa 52242

Ruth Richardson
Public Library
428 Third Avenue SE
Cedar Rapids, Iowa 52403

Mary Lois Nelson
Free Public Library
Council Bluffs, Iowa 51502

Betty M. Coughlin
Public Library
321 Main St.
Davenport, Iowa 52801

Carol Spaziani
Iowa City Public Library
307 East College St.
Iowa City, Iowa 52240

Barbara Burn, Librarian
Grandview College
1351 Grandview
Des Moines, Iowa 50316

Josephine Said
Dept. of Transportation Lib.
Ames, Iowa 50010
LOCAL

Vern Lundquist
State Printers Office
[illegible]imes Building
LOCAL

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DEPOSITORY LIBRARIES FOR IOWA DOCUMENTS

PERMANENT

Des Moines	State Library Commission of Iowa
Iowa City	University of Iowa

FULL

Ames	Iowa State University
Cedar Falls	University of Northern Iowa
Cedar Rapids	Cedar Rapids Public Library
Council Bluffs	Free Public Library
Creston	Southwestern Community College
Davenport	Davenport Public Library
Decorah	Luther College Library
Des Moines	Public Library of Des Moines
Dubuque	Loras College
Estherville	Iowa Lakes Community College
Fort Dodge	Fort Dodge Public Library
Grinnell	Grinnell College
Iowa City	University of Iowa Law Library
owa Falls	Ellsworth Community College
Mason City	Mason City Public Library
Mount Pleasant	Iowa Wesleyan College
Oelwein	Oelwein Public Library
Sioux City	Morningside College
Sioux City	Sioux City Public Library
Spencer	Spencer Public Library
Waterloo	Waterloo Public Library
West Burlington	Southeastern Community College

CORE LIST

Ames	Ames Public Library
Clinton	Clinton Public Library
Council Bluffs	Iowa Western Community College
Davenport	Marycrest College
Des Moines	Drake University
Des Moines	Drake University Law Library
Des Moines	Grandview College
Dubuque	Carnegie-Stout Public Library
Grinnell	Stewart Library
Indianola	Simpson College
Iowa City	Iowa City Public Library
Lamoni	Graceland College
Mt Vernon	Cornell College
Orange City	Northwestern College
Oskaloosa	William Penn College
Pella	Central College
Shenandoah	Shenandoah Public Library

OUT-OF-STATE

Chicago	Center for Research Libraries
Washington, D.C.	Library of Congress

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The Library

DEPOSITORY CENTER for IOWA publications DCI

INFORMATION

MAPS

FREE

LAWS

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RECREATION GUIDES

JOBS

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STATE LIBRARY COMMISSION OF IOWA

IT'S THE LAW

n 1978, the Sixty-Seventh General Assembly passed "An Act relating to he establishment of a depository ibrary center within the Iowa ibrary department."

WHAT DOES THE LAW MEAN TO YOU

It means that citizens throughout Iowa can easily find out what publications state agencies have issued and obtain copies of those which interest them.

THE DEPOSITORY CENTER (DCI)

The Center collects and distributes the official publications of approximately 120 Iowa state government agencies to depository libraries.

Thousands of new publications are issued each year and include directories, reports, regulations, newsletters, pamphlets and other printed material paid for with public funds.

Most Iowa libraries have some Iowa publications. What they don't have, they will borrow for you from Iowa publications depository libraries. These depositories, selected on the basis of geographical location and population to be served, are sent copies of Iowa publications by the Depository Center.

All Iowa residents have access to Iowa documents through the depository system. Residents of other states have access through interlibrary loan.

HOW DO YOU OBTAIN THESE MATERIALS

Go to (or call) your local library. Even if your local library is not a depository library . . . the staff there can get you the material you need from the depository library through interlibrary loan (I-LITE).

QUESTIONS you may have
(a sampling)

WHERE do you find the latest information or statistics of Iowa government on:

. . . recreation areas
licensing requirements on various occupations
jobs available . . . state jobs and careers
educational facilities
aliens owning Iowa land
benefits to older Iowans and disadvantaged persons
coal mining and deposits
nutrition
corn for energy
fishing and hunting regulations
maps
energy of all kinds
drivers' manual and tests
child abuse
boat people living in Iowa
libraries and how they can serve your needs

ANSWERS to all of these questions and many more are at your library.

KEEP INFORMED ABOUT YOUR STATE GOVERNMENT AND ITS SERVICES

For information:
DEPOSITORY LIBRARY CENTER
Capitol Complex
Des Moines, Iowa 50319
515-281-6718

DEPOSITORY LIBRARIES for Iowa publications (DCI) and locations

PERMANENT DEPOSITORY libraries — retain publications permanently and make them available for loan

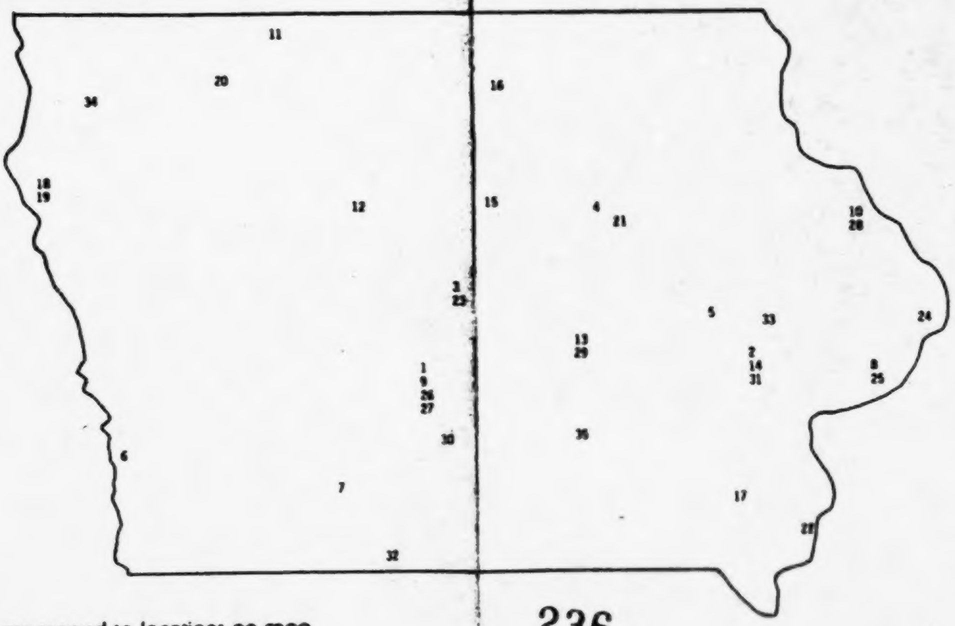
*1. State Library - Des Moines
2. University of Iowa - Iowa City

FULL DEPOSITORY libraries receive all publications

3. Iowa State University - Ames
4. University of Northern Iowa - Cedar Falls
5. Cedar Rapids Public Library
6. Free Public Library - Council Bluffs
7. Southwestern Community College - Creston
8. Davenport Public Library
9. Public Library of Des Moines
10. Loras College - Dubuque
11. Iowa Lakes Community College - Estherville
12. Fort Dodge Public Library
13. Grinnell College
14. University of Iowa Law Library - Iowa City
15. Ellsworth Community College - Iowa Falls
16. Mason City Public Library
17. Iowa Wesleyan College - Mount Pleasant
18. Morningside College - Sioux City
19. Sioux City Public Library
20. Spencer Public Library
21. Waterloo Public Library
22. Southeastern Community College - West Burlington

CORE DEPOSITORY libraries - receive copies of heavily used publications (Core list)

23. Ames Public Library
24. Clinton Public Library
25. Marycrest College - Davenport
26. Drake University - Des Moines
27. Grandview College - Des Moines
28. Carnegie-Stout Public Library - Dubuque
29. Stewart Library - Grinnell
30. Simpson College - Indianola
31. Iowa City Public Library
32. Graceland College - Lamoni
33. Cornell College - Mt. Vernon
34. Northwestern College - Orange City
35. William Penn College - Oskaloosa



*Numbers correspond to locations on map

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STATE DOCUMENTS DEPOSITORY BILL

Why is it needed?

No library in Iowa has a complete collection of Iowa documents and many older Iowa documents are totally unavailable for present or future use.

No complete recording system exists for Iowa publications. Many titles are totally lost to the public because there is no way to identify them.

No simple system for obtaining Iowa documents now exists.

What will it do?

Establish two archival centers at the State Library and the University of Iowa which will permanently retain Iowa documents.

Establish a centralized depository center at the State Library that will identify and distribute state documents.

Organize a system of state depositories throughout the state.

How?

State agencies will deposit with the depository center a predetermined number of copies of publications (not to exceed 75).

The depository center will then distribute copies of all state agency publications to the University of Iowa and copies of selected items to the depository libraries, which will be appointed by the Depository Librarian upon proper application.

An indexed list of agency publications will be regularly published and distributed.

What is the cost?

To state agencies, the cost of depositing 75 copies of their publications with the depository center would be less than $80.00 annually.

SAMPLE PAGES FROM PROPOSED
STATE DOCUMENTS OF IOWA
CATALOG AND INDEX

AGRICULTURE, DEPARTMENT OF

79-0001 Planting to harvest : annual crop weather summary / Iowa Crop and Livestock Reporting Service. [Des Moines] Iowa Crop and Livestock Reporting Service.
v. ill. 28 cm.
Other title: Weather and field crops from planting to harvest.
Full depository. Copies available free from issuing agency.
Vols. for issued in cooperation with Iowa Dept. of Agriculture, and U.S. Dept. of Agriculture.
Subtitle varies.
Detailed and comprehensive assembly of crop phenological data.
1. Crops and climate--Iowa--Periodicals. 2. Iowa--Climate--Periodicals. I. Iowa Crop and Livestock Reporting Service. II. Iowa. Dept. of Agriculture. III. United States Dept. of Agriculture. IV. Title: Weather and field crops from planting to harvest.
17 Ag835CL 33 yr.
OCLC 2309158

ARTS COUNCIL, IOWA STATE

79-0002 Iowa State Arts Council.
Biennium report / Iowa State Arts Council. 1966/68- Des Moines, The Council.
v. 21-28 cm.
Full depository. Copies available free from issuing agency.
Report of the programs, services, and grants-in-aid administered by the Iowa State Arts Council.
1. Iowa State Arts Council. 2. Arts--Iowa.
17 Ar79 1 yr.
OCLC 1786484

DEVELOPMENT COMMISSION

79-0003 Directory of Iowa manufacturers / prepared by Resource and Support Division, Iowa Development Commission. 5th ed. (1961)- Des Moines : The Commission.
v. 28 cm.
Core depository. Copies available for purchase from issuing agency.
Began biennial publication in 1965.
Spine title: Iowa manufacturers, 1965-1975/76.
Spine title: Iowa manufacturers directory, 1961.
Listing of Iowa manufacturers by firm name, by location, and by products.
Continues: Directory, Iowa manufacturers, a buyer's guide.
1. Iowa--Manufacturers--Directories. I. Iowa. Development Commission. Resource and Support Division.
17 D489RS 5:M294 yr.
OCLC 1783342

DEVELOPMENT COMMISSION
(CONTINUED)

79-0004 Guide to Iowa community betterment / administered by Iowa Development Commission, [Iowa Community Betterment Division]. 1970- Des Moines : The Commission.
v. ill. 28 cm.
Full depository. Copies available free from issuing agency.
Cover title: Iowa community betterment program.
Explanation of Community Betterment program. Registration forms included.
1. Community development--Iowa. I. Iowa. Community Betterment Division. II. Title: Iowa community betterment program.
17 D489CB 8 yr.
OCLC 5118329

79-0005 Iowa exporting companies directory, 1977 / International Division, Iowa Development Commission. Des Moines : The Commission, [1977?].
183 p. ; 28 cm.
Full depository. Copies available free from issuing agency.
Cover title.
List of Iowa manufacturers interested in overseas marketing and their products.
1. Export marketing--Iowa. 2. Iowa--Commerce--Directories. I. Iowa. Development Commission. International Division.
17 D489IL 5:E96 1977
OCLC 4628089

GENERAL ASSEMBLY

79-0006 Iowa.
[Laws, etc.]
Code of Iowa : containing all statutes of a general and permanent nature. 1924- Des Moines : State of Iowa.
v. 27 cm.
Core depository. Available for purchase from State Printer.
Indexes published with Code through 1939; published separately, 1946-
Irregular, 1924-1939; every four years, 1946-1966; biennial, 1971-
Contains all statutes of a general and permanent nature through the last session of the General Assembly.
1. Law--Iowa. I. Title.
17 A3 7:sess. yr.
OCLC 4894532

GENERAL ASSEMBLY
(CONTINUED)

79-0007 Iowa.
[Laws, etc.]
Index to the Code of Iowa. 1946- Des Moines :
State of Iowa.
v. 27 cm.
Core depository.
Included with the Code, 1924-1939.
Every four years, 1946-1966; biennial, 1971-
Subject index to the Code of Iowa.
1. Law--Iowa--Indexes. I. Iowa. [Laws, etc.] Code of
Iowa. II. Title.
17 A3 7:sess. yr. Index
OCLC 5067817

LABOR, BUREAU OF

79-0008 Occupational injuries and illnesses, Iowa / prepared by
the Iowa Bureau of Labor, Research and Statistics
Division ; in cooperation with the U.S. Dept. of Labor,
Bureau of Labor Statistics. Des Moines : The Bureau,
1975- 1972-
v. 28 cm.
Full depository. Copies available free from issuing
agency.
Results of annual occupational injuries and illnesses
survey.
Continues: 1971 occupational injuries and illnesses
survey.
1. Industrial accidents--Iowa--Statistics--
Periodicals. 2. Occupational diseases--Iowa--
Statistics--Periodicals. I. Iowa. Bureau of Labor.
Research and Statistics Division. II. United States.
Bureau of Labor Statistics.
17 L123RS 8 yr.
OCLC 5435404

UNIVERSITY OF IOWA

79-0009 Economic and statistical review of Iowa, 1950-1965 /
Bureau of Business and Economic Research, College of
Business Administration, University of Iowa. Iowa
City : The Bureau, 1967.
xi, 117 p. : tables ; 28 cm.
Available on loan from State Library.
Current annual, historic, economic and social data.
1. Iowa--Economic conditions--Statistics. 2. Iowa--
Social conditions--Statistics. I. University of Iowa.
Bureau of Business and Economic Research.
17 U582BE 2:E19
OCLC 825655

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	United States. Dept. of Agriculture. -- 79-0001
Arts	Iowa State Arts Council. -- 79-0002
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Development	Iowa. Development Commission. International Division. -- 79-0005
	Iowa. Development Commission. Resource and Support Division. -- 79-0003
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International	Iowa. Development Commission. International Division. -- 79-0005
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Betterment	Guide to Iowa community betterment / administered by Iowa Development Commission, [Iowa Community Betterment Division]. -- 79-0004
Code	Code of Iowa : containing all statutes of a general and permanent nature. -- 79-0006
	Index to the Code of Iowa. -- 79-0007
Community	Guide to Iowa community betterment / administered by Iowa Development Commission, [Iowa Community Betterment Division]. -- 79-0004
Companies	Iowa exporting companies directory, 1977 / International Division, Iowa Development Commission. -- 79-0005
Containing	Code of Iowa : containing all statutes of a general and permanent nature. -- 79-0006
Crop	Planting to harvest : annual crop weather summary / Iowa Crop and Livestock Reporting Service. -- 79-0001
Directory	Directory of Iowa manufacturers / prepared by Resource and Support Division, Iowa Development Commission. -- 79-0003
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Economic	Economic and statistical review of Iowa, 1950-1965 / Bureau of Business and Economic Research, College of Business Administration, University of Iowa. -- 79-0009
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Crops and climate--Iowa--Periodicals. -- 79-0001

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IA:K2

CORE LIST OF IOWA DOCUMENTS

ARTS

Iowa Arts Council. Calendar of summer arts fairs.

COMMERCE, LABOR, AND MANUFACTURING

Job Service. In Iowa's job insurance program, employers have rights too.

__________. Opportunities in apprenticeship.

Real Estate Commission. Real estate manual.

DIRECTORIES

Department of General Services. Communications Division. Iowa Capitol Complex telephone directory.

Department of Public Instruction. Iowa educational directory.

__________. Quick reference guide to postsecondary education in Iowa.

Department of Substance Abuse. Directory of alcoholism and drug abuse services in Iowa.

Development Commission. Directory of Iowa manufacturers.

General Assembly. Official directory of the legislature.

Job Service. Licensed occupations in Iowa; an index of current occupational licensing requirements.

Secretary of State. Iowa official directory of state and county officers.

__________. Iowa official register.

State Department of Health: Licensed health care facilities in Iowa.

__________. Iowa hospitals (title varies)

State Printer. Salary book: list of employees of the State of Iowa.

GOVERNMENT: LAWS, LEGISLATING AND REGULATING

[Laws, etc.] Acts and joint resolutions

Code of Iowa.

Iowa Administrative Code. (Includes Iowa Administrative Bulletin.)

Department of Transportation. Iowa driver's manual ... of cars, trucks, and other things that move on the road.

General Assembly. Index to bills.

__________________. Subject Index and History of Bills (Microfiche only)

__________________. House, Senate. Journal.

__________________. House, Public Information Office. Maps, members.

__________________. How a bill becomes a law.

__________________. Visiting the Legislature.

Institute of Public Affairs. Forms of city government in Iowa.

__________________. A Handbook for Iowa council members.

__________________. A Handbook for Iowa mayors.

__________________. State government in Iowa.

Secretary of State. Election laws of Iowa.

State Conservation Commission. Iowa fishing regulations.

__________________. Iowa hunting and trapping regulations.

IOWA HISTORY

State Historical Department. A Bibliography of Iowa Newspapers, 1836-1976.

State Historical Department. Iowa local history - a teacher's guide.

State Historical Society. Census data for Iowa.

MAPS

Department of Transportation. General highway and transportation maps (county).

__________________. Official state transportation map.

RECREATION AND NATURAL RESOURCES

Development Commission. Iowa events.

State Conservation Commission. County conservation area directory.

__________________. Iowa state parks and recreation areas.

STATISTICS

Crop and Livestock Reporting Service. Iowa agricultural statistics

Development Commission. Statistical profile of Iowa.

Office for Planning and Programming. Iowa municipal salary survey.

__________________. The Quality of life in Iowa, an economic and social report to the Governor.

Office of the State Comptroller. Budget in brief.

State Department of Health. Vital statistics of Iowa.

TAXATION

Department of Revenue. Iowa income tax withholding booklet.

__________________. Iowa individual income tax return and general instructions (long and short)

OTHER

State Library Commission of Iowa. Iowa documents checklist.

Depository Library Center
State Library Commission of Iowa
Capitol Complex
Des Moines, Iowa 50319

IA: IA:L

[illegible]ulated Shipping List nos. 1-62 June 30, 1980

GENERAL ASSEMBLY

____	Enrolled Bills 68 - 2nd Session	17A3 2:68 1980
Core	Acts and Joint Resolutions 68th, 1979	17A3 5:Sess. - yr.
Core	Code of Iowa 1979. v. 1, 2, 3, Index, Supplement 1979	17A3 7:Sess.-yr.
____	Iowa Court Rules (loose leaf binder) 1977-Supp. through May, 1980	17A3 9:C862 1977
____	Reports of Subcommittees... 1979, 1980	17A3 10:S941 yr.
Core	Subject Index and Status of Bills 1979	17A3 11:68 yr.
Core	Subject Index and History of Bills (Microfiche only) 68-2nd Sess.	17A3 12:date
Core	Official Directory of the Legislature, 68 Sess., 1980	17A3 13:Sess.-yr.
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Core	Iowa Administrative Bulletin	17A3AR 7:A238 v-yr.
____	Iowa Bill Drafting Guide 1979	17A3SB 8: yr.
____	Schedule of Interim Legislative Meetings No. 1, 2, 3, 4	17A3SB 10: 1979/n.
____	House File (Bills) 68 - 1980	17A4 2:Sess.-yr.
____	House Clipsheets 68 - 1980	17A4 2a:Sess.-yr.
____	House File Reprints 68 - 1980	17A4 2r:Sess.-yr.
Core	House Journal 68 - 1979	17A4 4:Sess.-yr.
____	House Daily Journal 68 - 2nd Session, 1980	17A4 4a:Sess.-yr.
____	Iowa Constitution and Essays	17A4PI 2:C758
Core	A Bill Becomes a Law	17A4PI 9:B596
Core	Visiting the Legislature	17A4PI 9:V831
Core	Maps, Members 1979-80	17A4PI 10:M297 yr.
____	[illegible]owa Lawmaker V.5, No. 1, 2, 3 Mar. , Aug., Dec., 1979	17A4PI 11:v-n-yr.

____	Iowa Lawmaker Update V. 1, No. 1, 2, 3, April, May, Sept. 1979 V.2, No. 1, 2, 3, 1980	17A4PI 12: v-n-yr
____	Senate File (Bills) 68 - 1980	17A5 2:Sess.yr.
____	Senate Clip Sheets 68 - 1980	17A5 2a:Sess.-yr.
____	Senate File Reprints 68 - 1980	17A5 2r:Sess.-yr.
Core	Senate Journal 68 - 1979	17A5 4:Sess.-yr.
____	Senate Daily Journal 68 - 1980	17A5 4a:Sess.-yr.
Core Distr.	The Iowa General Assembly; Our Legislative Heritage, 1846-1980	17A5 9:G326
Core Dist.	Lawmaking in Iowa, System and Structure	17A5 9:L418

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____	Annual Register of Certified Public Accountants... 1978, 1979-80	17AC27 5:C418 yr.

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____	Annual Report 1978-79	17Ag47 1:yr.

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____	Biennial Report, 1977-79	17AG835 1:yr
____	Iowa Fertilizer Report: Fertilizer Laboratory Analysis 1-1 to 6-30 & 7-1 to 12-31, 1979	17AG835 8: 1979/1,2
____	Pseudorabies Statistics, June-Dec., 1979, Jan-May 1980	17AG835AI 8:m-yr.
____	Wallace Roundup July, Sept., Dec., 1979 Jan., Feb., April, 1980	17AG835AI 9:m-yr.
Core	Iowa Agricultural Statistics 1978, 1979, 1980	17AG835CL 8: yr.
____	Acreage 1979 June 28, 1979	17AG835CL 9:yr.
____	Agricultural Prices June-Dec., 1979, 1-6, 1980	17AG835CL 10:yr.

____	Cash Receipts From Farming: 1976-78; 1978-79	17AG835CL 11:yr.
____	Cattle and Calves July 25, 1979 Jan. 30, 1980	17AG835CL 12:yr.
____	Cattle on Feed June-Dec. 1979, 1-6, 1980	17AG835CL 13:yr.
____	Corn for Grain, 1976-79	17AG835CL 14:yr.
____	Crop Production, July, Sept., Nov., 1979	17AG835CL 16:
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____	Farm Labor and Wage Rates May 31, Aug. 28, Oct. 12, Nov., 1979, Jan., Apr., 1980	17AG835CL 19:yr.
____	Field Crops: Production, Disposition, Value, 1979-80	17AG835CL 20:yr.
____	Grain Stocks June, Sept., Oct., 1979, 1-2, 1980,	17AG835CL 21:yr.
____	Hogs and Pigs 2-4 Q 1979, 1-80	17AG835CL 22:yr.
____	Honey Report; Commercial Production Sept., 1979	17AG835CL 23:yr.
____	Honey: Annual Summary 1979	17AG835CL 23/2:yr.
____	Iowa Crops and Weather May 21-Dec. 1979, 1-15, 1980	17AG835CL 24:yr.
____	Farm Fuel Use 1978	17AG835CL 25:yr.
____	Lamb Crop and Wool 1978-79	17AG835CL 26:yr.
____	Livestock Slaughter May-Dec., 1979,Jan.-May, 1980	17AG835CL 27:yr.
____	Manufactured Dairy Products - 1977-1978	17AG835CL 28:yr.
____	Milk June-Dec., 1979, Jan.-June, 1980	17AG835CL 29:yr.
____	Milk: Production, Disposition, Income, 1979	17AG835CL 29/2:yr.
____	Mink Production 1978	17AG835CL 30:yr.
____	Number and Size of Farms in Iowa, 1979	17AG835CL 31:yr.
____	Number of Farms and Land in Farms, 1979	17AG835CL 32:yr.
____	Planting to Harvest 1978; 1979	17AG835CL 33:yr.
____	Popcorn July 3, 1979, 1-2-80)	17AG835CL 34:m-yr.
____	Poultry May-Dec., 1979, Jan.-May, 1980	17AG835CL 35:yr.
____	Prospective Plantings 3-80, 4-80	17AG835CL 36:yr.
____	Seed Crops: Timothy Seed Forecast, May 1979	17AG835CL 37:yr.
____	Seed Crops: Red Clover Forecast, 1979	17AG835CL 38:yr.

____	Seed Crops: Red Clover Seed Production 1978, 1979	17AG835CL 39:yr.
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____	Commercial Fertilizers 1979	17AG835CL 41:yr.
____	Fertilizer: Consumption by Class 1979	17AG835CL 42:yr.
____	Sheep and Lambs on Feed Nov. 1979, Jan. 1980	17AG835CL 43:yr.
____	Corn Row Width, Corn Plant Population and Soybean Row Spacing...1979	17AG835CL 44:yr.
____	Livestock and Poultry Inventory Value, 1979	17AG835CL 45:yr.
____	Crop Report of Iowa 1980	17AG835CL 46:yr.
____	Winds Over Iowa (Climatology of Iowa Series 1, 1979)	17AG835CO 8:no
____	Agricultural Exports Mean Profit to Iowa 1979	17AG835MD 8:yr.
____	Livestock Market Summary V.11 No. 27-52, 1979 V. 12 No. 1-24, 1980	17AG835MD 9:v-n-yr.
____	Iowa Replacement Ewe Directory 1978, 1979, 1980	17AG835SD 5:E94yr.
____	Sheep Clippings V. 10, No. 7-12, July - Dec., 1979 V. 11, No. 1-6, Jan-June, 1980	17AG835SD 8:v-n-yr.

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____	Iowa's P.A.S.T.; Filmstrips and Films for Schools and Adult Use	17AR22 7:I64
____	OSA News V. 2, No. 3 June 30, 1979	17AR22 8:v-n-yr.

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____	Annual Report, 1978-79	17Ar25 1:yr.

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____	Biennium Report of the Arts Council, 1976-78	17AR79 1:yr.
____	The Arts are for Everyone!, 1979-80	17AR79 4:A792 yr.

Core	Calendar of Summer Arts Fairs, 1979	17AR79 4:C149yr.
____	Programs, Services, Grants-in-Aid, 1978/79	17AR79 8:yr.
____	Iowa Arts News V.12, no. 4-6, July-Dec., 1979 V.13, no. 1-4 Jan-Aug., 1980	17AR79 9:v-n-yr.

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____	Report of the Condition of Savings and Loan Associations 1978	17AU25SL 1:yr.

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____	Annual Report of the Superintendent of Banking, 1979	17B218 1:yr.

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____	Annual Report 1978-79	17B415 1:yr.

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____	Annual Report, 1978-79	17B648 1:yr.
____	Blindness and Disorders of the Eye	17B648 2:B648
____	What is the Iowa Commission for the Blind?	17B648 2:W555

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____	Reporting Forms Packet for Committees Required to Report in May, July, Oct., Jan.	17C186 3:C734 1977

____	Declaratory Rulings and Guideline Answers	17C186 3:D295 1978
____	Reporting Forms Packet for School, Municipal, and Ballot Issue Commission	17C186 3:S372 1977
____	Iowa Campaign Finance Disclosure Commission Summary Report	17C186 3:S955 1978
____	Manual for Compliance with the Campaign Finance Disclosure Law	17C186 4:C737 1977

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____	Office of the Ombudsman (Citizens' Aide)	17C581 7:032
____	Critical Report 79-1 April 1, 1979 79-2 July 12, 1979 79-3 Sept. 17, 1979	17C581 8:yr.-n

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____	Our Liberties We Prize and Our Rights We Will Maintain, 1979	17C582 2:093

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____	Data Digest on Iowa Postsecondary Institutions 1978-79	17C697 8: yr.
____	Iowa Lifelong Learning Project 1978-79	17C697 9:yr.

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____	Annual Report 1977, 1978	17C734 1:yr.
____	Press Release July 23, 1979, April, June 1980	17C734 8:date

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____	Budget Report, 1979-81, Supplement 1979-81	17C738 8:yr.
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____	Recreation Use Projections and Needs Reports	17C755 2:R311
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Core	Iowa Hunting and Trapping Regulations, 1978, 1979	17C755 3:H948yr.
____	Conservation at Work...Career Opportunities	17C755 7:C271
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____	Iowa Conservationist v. 38, # 7-12, July-Dec., 1979 v. 39 # 1-5, Jan.-May, 1980	17C755 8:v-n-yr.
____	News Release July 5-Dec. 20, 1979 Jan 4 - June 5, 12, June (n.d.), 1980	17C755 9:date-yr.
Core	County Conservation Area Directory, 1979-80	17C755CC 5:C855yr.
____	County Conservation Personnel Directory, 1979	17C755CC 5:C855/2yr.
____	Guidelines for Local Participation	17C755GS 4:L811
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____	Resourceful People	17C755PO 7:R434

____	Iowa's Low-Head Dams	17C755PS 2:L912
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	1. Iowa Boating Regulations	B662/1979
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____	Iowa Wildlife Research Bulletin Deer In Iowa #27 History and Current Status of the Wild Turkey in Iowa #28 Giant Canada Goose Restoration #29	17C755WS 8:no

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____	Minutes of the Meeting June 26, July 30, Sept. 20-Dec., 1979, Feb. 8, May 29, 1980	17C929 9:date
____	Update Oct., Dec., 1979, Mar. 1980, June 1980	17C929 10:mo-yr.

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Core	Doing Business in Iowa, 1980	17D489ID 2:D657 yr.
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____	Iowa Energy Bulletin V. 5, No. 4-7, 1979 V. 6, No. 1 April 1980	17E565 8:v-n-yr.
____	Quarterly Report 2nd quarter, 1979	17E565 9:yr-q

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____	Report of the State Board of Engineering Examiners, 1978	17E575 1:yr.

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____	How To Qualify - Iowa's Operator Certification Program	17E61 4:H847
____	DEQ Is	17E61 7:D111
____	Etc. V. 6, No. 26-49, July-Dec; Spec. Ed., Sept. 1979 V.7, No. 1-25 and special edition Jan 31, Feb 15, Feb 25, Mar 15, April 15, May 30, 1980	17E61 8:v-n-yr.

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____	Iowa Air Quality Report, 1978	17E61AL 8:yr.
____	Iowa Statewide Water Quality Management Plan, 1979	17E61CW 2:W314 yr.
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____	School Program in Psychology	17I64Psy 7:S372
____	Schedule of Classes 1980-81	17I64R 8:yr
____	Buchanan Hall Living, A Guide 1980-81	17I64Re 4:B918 yr.
____	Resident Hall Living; A Guide 1980-81	17I64Re 4:R433 yr.
____	Where It Is At: A Guide to Student Services	17I64SA 7:W567
____	Student Counseling Service - Leaflets 1. General Information 2. Academic Support Service 3. Advance Preparation Program, The 4. Career Exploration and Information 5. Consultation and Outreach 6. Continuing Education for the Older-than-Average Student 7. Group Counseling 8. Internships: 1980-81 9. Study Skills and Reading Improvement 10. Career Resource Center 11. General Information 1980-81 12. Career Exploration and Information 1980-81	17I64SC 7:S933/n
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____	Department of Speech Drama Workshop, 1979-80	17I64SP 7:D763 yr.
____	Graduate Program in Statistics	17I64ST 7:S797
____	University Extension Awards, Honors, Recognitions 1979	17I64UE 7:E96 yr.
____	Iowa State University Information Handbook 1979/80	17I64UP 4:I43 yr.
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Core	Licensed Occupations in Iowa	17J62 2:L698
____	Why People Fail to Get and Hold Jobs	17J62 2:W629
____	Iowa Employment Security Law	17J62 3:E55 1979
____	Attention Iowa Employers; Employment Tax Credits are Available to You	17J62 7:A883
____	Job Insurance Information for Employing Units	17J62 7:J62 1979
____	Unemployment Insurance Flyers 1. Unemployment Insurance for Ex-Service Men 2. Unemployment Insurance for Federal Workers	17J62 7:U56 1979
____	Your First Job	17J62 7:Y81
____	Iowa Department of Job Service: Labor Area Summary	17J62 8:ct.
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____	Burlington Jan.-Dec., 1979, Jan., Mar. 1980	B 961
____	Cedar Rapids Jan--Dec, 1979, Jan. 1980	C 389
____	Centerville January, March; May-Nov., 1979 (April not published), Jan. 1980	C 397
____	Charles City January-Nov., 1979, Jan. 1980 April not published	C 475

____	Clinton January-Nov., 1979, Jan. 1980	C 641
____	Council Bluffs April-Oct., 1979 Jan-Mar; Aug, Sept., Nov., Dec. not published, Jan. 1980	C 855
____	Davenport Jan.-Dec., 1979, Jan. 1980	D 247
____	Des Moines Jan-Dec., 1979, Jan. 1980 March not published	D 464
____	Dubuque Jan.-Dec., 1979, Jan 1980	D 821
____	Fairfield January-Nov., 1979, Jan. 1980	F 168
____	Fort Dodge January-Feb. 1979 (discontinued Feb., 1979)	F 736
____	Fort Madison January-Nov., 1979, Jan. 1980 Feb, March not published	F 743
____	Keokuk January-Nov., 1979, Jan. 1980	K 37
____	Marshalltown February-Oct., 1979 Jan, Mar, Apr, June, Aug, Sept, Nov., Dec. not published. (done quarterly)	M 369
____	Mason City January-Nov., 1979, Jan. 1980	M 398
____	Mount Pleasant January-Nov., 1979, Jan. 1980	M 928
____	Muscatine January-Nov., 1979, Jan. 1980	M 986
____	Newton-Knoxville Not published for year 1979	N 561
____	Oskaloosa January-Nov., 1979, Jan. 1980	O 81
____	Ottumwa January-Nov., 1979, Jan. 1980	O 91
____	Sheldon January-Nov., 1979, Jan. 1980	S 544
____	Shenandoah April-Nov., 1979 Jan-Mar; May, Aug. not published, Jan. 1980	S 546

____	Sioux City January-Oct., 1979, Jan. 1980	S 618
____	South Central Jan.-Dec. 1979 Aug, Oct., not published, Jan. 1980	S 726
____	South West January-February 1979 (discontinued Feb., 1979)	S 728
____	Spencer January-Oct., 1979, Jan. 1980	S 745
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____	Waterloo-Cedar Falls Jan-Dec., 1979, Jan. 1980	W 327
____	West Central January-February (Discontinued before July 1979)	W 516
____	LMI (Labor Market Information Review)	17J62 9:ct
____	Burlington 3rd quarter 1979	B961-yr-q
____	Cedar Rapids 2nd quarter, 3rd quarter 1979	C389-yr-q
____	Council Bluffs 2nd quarter, 3rd quarter, 1979	C855-yr-q
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____	Davenport 2nd, 3rd quarters 1979	D247-yr-q
____	Des Moines 3rd quarter	D464-yr-q
____	Dubuque 2nd quarter , 3rd quarter, 1979	D821-yr-q
____	Shenandoah 3rd quarter, 1979	S546-yr-q
____	Sioux City 2nd, 3rd quarters 1979	S618-yr-q
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____	Waterloo 2nd quarter, 3rdquarter 1979	W327-yr-q
____	Iowa Labor Supply/Dmand Analysis	17J62 10:ct
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____	Your IPERS Benefits for 1978 and Supp. 1979		17J621P 2:Y81
____	Job Opportunities in Iowa		17J621S 2:J62
____	Iowa Women at Work		17J621S 2:W872
____	Building Trades Careers		17J621S 4:B932
____	Food Careers		17J621S 4:F686
____	Health Careers		17J621S 4:H434
____	Make A Match		17J621S 4:M235
Core	Opportunities in Apprenticeship; 1980		17J62RA 2:O62 yr.
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____	Youth Report, State of Iowa, 1979, 1980		17J62RA 2:Y83 yr.

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____	Characteristics of the Insured Unemployed, 1979 3 Q 1979	17J62RA 9:yr./q
____	Veterans Report, 1978-79	17J62RA 10:yr.
____	Planning Information for Vocational Education, 1981	17J62RA 11:yr
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____	Justices of the Supreme Court of Iowa	17J922 5:J96
____	Feeder Cattle Fraud: How to Avoid Being Cheated	17J922AG 7:F295
____	Iowa Criminal Law Bulletin and Supp. No. 63-68 July-Dec., 1979 No. 69-73 Jan-May, 1980	17J922AG 8:n-yr.
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____	News Release Aug. 6-Dec. 1979 Jan. 18-June 18, 1980	17J922AG 11:date-yr
____	Annual Statistical Report of the Court Administrator 1978, 1979	17J922CA 1: yr.

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____	Biennial Report 1977-78	17L123 1:yr.
____	Occupational Injuries and Illnesses 1977, 1978	17L123RS 8:yr.

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____	New Library Materials July-Dec., 1979 Jan-April 1980	17L415L 8:yr.

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____	Library Laws of Iowa, 1979	17L69 3:L697-yr.
____	Library Depository Center for Iowa Publications	17L69 7:D422
____	Footnotes - State Library Commission V.3, No. 9-12, July-Oct., 1979 V.4 No.1-8 Nov. 1979-June 1980	17L69 8:v-n-yr.
____	Iowa Library Jobline V.5, No.9-12 Sept-Dec, 1979 v.6 #1-6 Jan-June 1980	17L69 9:v-n-yr.
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____	Library Legislation Status Report	17L69 11:1980/1-4
____	Periodicals Bank Holdings List	17L69 12:1980
____	Library Programs for Summer 1980	17L69LD 4:L697 1980
____	The Iowa Library Directory 1980 (and insert)	17L69LD 5:yr.
____	Down the Line: Newsletter for Librarians in Iowa State Institutions v.1#1 Mar. 1980	17L69LD 8:v-n-yr.
____	Iowa Regional Library System Statistics 1978-79	17L69LD 9:yr.
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____	Annual Report, 1979	17M56 1:yr.

____	Experience Counts, Too	17M562 2:E96
____	Rules of Merit System of Iowa, 1980 Chp-1-8 errata ch. 4, p. 4a Chp. 8 pg. 1,2/Rev 1980 Chp. 9 pg. 1,2/Rev 1980 Chp. 10 pg. 1,2/Rev 1980 Chp. 1 pg. 1-3 and chp 2 1980 Chp. 11 pg. 1-4 (Rev) 1980	17M562 3:R935 yr.
____	Bestsellers; Jobs in Iowa Government	17M562 4:B561
____	Guidelines for Selection Interviews	17M562 4:G947
____	Guidelines for Selection Interviews, Reprinted by Job Service	17M562 4:G947r
____	County Directory: Where the Jobs are in Iowa Government	17M562 5:C855
____	Benefits for Merit System Employees in Iowa Government	17M562 7:B464
____	The Certification Process	17M562 7:C418
____	College Graduates: Challenging, Rewarding Careers...	17M562 7:C697
____	E and E: What is It?	17M562 7:E11
____	Iowa Easy Entry Jobs into Iowa Merit Employment	17M562 7:E13
____	Follow M.E. ... to Iowa Government Jobs	17M562 7:F668
____	High School Graduates or Equivalent...Jobs with Iowa Government	17M562 7:H638
____	Office Careers	17M562 7:O32
____	Test Taking: How to Prepare for Your Merit Exam	17M562 7:T342
____	Veterans' Preference and M.E.	17M562 7:V586
____	Your Availability	17M562 7:Y973
____	Hot List Feb. 29, Mar., 21, April 4, 1980	17M562 8:date
____	Communication of Classification Compensation and Exam ... 79-23 80-1--80-13	17M562 9:no
____	Public Notice Feb. 8, Mar. 7, 24/1, 24/2, April 25, May 21, 1980	17M562 11:date
____	Policies, Methods, Procedures PL/PR 8.1 (Rev.), PL/PR 4.5(1) "b" PL/PR 4.5 (1) "b" 4/22/80, PMP 4.5(6);10.3 PL/PR 4.7;8.3; 10.3	17M562 12:n
____	Meeting Minutes Jan. 17, Feb. 14, 28, 1980	17M562 13:date
____	Pay Plan; Contractual and Non-contractual, 1980-81	17M562 17:yr.

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____	Decisions and Orders - 1978-79	17015 3:D294 yr.

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____	Newsletter 1, 1979	17P536 8:yr.

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Core	Quality of Life in Iowa, 1978	17P712 8:yr.
____	A Resource Book for Parents	17P712CC 4:R434
____	Child Abuse Information Packet	17P712CC 7:C536
____	Child Advocate's Handbook	17P712CC 7:C536/2
____	Iowa's Child Care Policy	17P712CC 7:C536/3
____	Child Care in Iowa: Background, Current Problems and Resources	17P712CC 7:C536/4
____	Choosing Care for Your Children 1. A Babysitter in Your Home 2. Babysitting Cooperatives 3. Day Care-Child Care Center 4. Family Day Care Homes 5. Preschool or Nursery School 6. Setting up Play Groups	17P712CC 7:C549/No.
____	Family Day Care 1. Family Day Care Home Associations in Iowa 2. Family Day Care Homes	17P712CC 7:F198/no.
____	Legislative Recommendations	17P712CC 7:L514
____	100 Ways to Say Very Good	17P712CC 7:O50
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____	Abbreviations and Acronyms	17P712IS 2:AB86 1979
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____	Basic Municipal Accounting	17P712MA 4:B311
____	Chart of Accounts	17P712MA 4:C486
____	City Finance Committee Administrative Rules	17P712MA 4:C581
____	Consultant Management Guide	17P712MA 4:C758
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____	Directory: Areawide Planning Organizations, State of Iowa, 1980	17P712MA 5:A678 yr.
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____	Better Estimating for Every Student	17P982 4:B565
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____	A Tool for Assessing and Revising Science Curriculum	17P982 4:T671
____	Selection of Instructional Materials...	17P982 4:S464 1980
Core	Iowa Educational Directory, 1979-80	17P982 5:E24 yr.
____	Report and Recommendations to the 1980 Session: 68th General Assembly	17P982 8:yr.
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____	Directory of Area Schools 1979/1,2; 1980/1	17P982AS 5:A678 yr.
____	Opportunities in Iowa Area Schools, 1978-79	17P982AS 5:062 yr.
____	Build Your Future in Iowa's Area Colleges, 1980	17P982AS 7:B932 yr.
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____	Career Information System Mini-Courses Sec. 2, 1979-80 Sec 4, 1979-80 Sec 5, 1979-80	17P982CI 2:S995 v-n-yr.
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____	CISI News-Sort v.5 #1, 1979; v.5 #2, 3 1980	17P982CI 8:v-n-yr.
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____	Iowa Non-Public Schools: Guidelines for Approval	17P982FS 4:N814
____	Iowa Center for Community Education	17P982FS 7:C734
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____	Growth Notes for School Media Specialists V.1 No. 1,2,3 Sept., Nov. 1979, Jan. 1980	17P982IC 8:v-n-yr.
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____	Directory of Iowa Educational and Training Programs Approved for the Enrollment of Veterans.... 1979, 1980	17P982VE 5:V586/yr.

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____	Guidelines for Construction Contractors Doing Business in Iowa	I70R451ET 4:C758
____	Excise Tax Guidelines for Churches and Religious Organizations	I70R451ET 4:E96
____	Gambling Information Booklet Sept. 1979	I70R451ET 4:G191
____	Guidelines for Section 422.45(3) of the Iowa Code and Nonprofit Corporations	I70R451ET 4:N814
____	Iowa Sales and Use Tax Information Booklet July 1979	I70R451ET 4:S163
____	Cigarette Tax Receipts July-Dec., 1979 Jan-April 1980	I70R451ET 8:yr.
____	Quarterly Motor Fuel Information Letter V.1 No. 2,3 1979	I70R451ET 9:v-n-yr.
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____ Resident Population Movement July-Dec. 1979; Jan-April 1980	17S675SS 11:yr.
____ Homemaker Service by Category, Number of Households and Hours of Service May-Dec, 1979, Jan. Apr., 1980	17S675SS 12:m-yr.
____ Quarterly Statistical Report of Applications and Cases Discontinued for Money Payment Under the ADC Program April-Dec. 1979; Jan.-Mar. 1980	17S675SS 13: yr.
____ Summary of ADC Errors, Active Cases Apr-Mar., 1979-80	17S675SS 14:pt.B yr.
____ Monthly Report of Medical Services Provided Under Title XIX of the Social Security Act July-Dec. 1979; Jan-April 1980	17S675SS 15:m-yr.
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____ Population Movement at the Mental Health Institute July-Dec., 1979 Jan.-April 1980 Aug. 1979 - Correction	17S675SS 17:m-yr.
____ Bureau of Mental Health Out-Patient Clinic Report July-Dec., 1979 Jan-April 1980	17S675SS 18:m-yr.
____ Population Movement at the Hospital-Schools for the Mentally Retarded July-Dec., 1979 Jan-April 1980	17S675SS 19:m-yr.

____	Food Stamp Program-State Summary July-Dec., 1979; Jan-May 1980	17S675SS 20:m-yr.
____	Appeals Activity in the Public Assistance Program July-Dec., 1979 Jan-May 1980 Oct. 1979/Rev.	17S675SS 21:m-yr.
____	Appeals Activity in the Public Assistance Program FY 1979 Report	17S675SS 21A:yr.
____	Juvenile Court Cases Reported by the Juvenile Probation Officer Calendar Year 1978	17S675SS 23:yr.
____	Population Changes April, May 1980	17S675SS 2m-yr.
____	Echo July-Dec., 1979 Jan., Feb. 1980	17S675TS 8:m-yr.

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____	Soil Conservationist V. 31, No. 2, 3, 4, 1978 Special Issues 4	17S683 8:v-n-yr.

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____	Annual Report, 1979	17S797 1:yr.
____	The Iowa Civil Rights Law: How it Affects Women	17S797 7:C582
____	Insurance Rules for Women	17S797 7:I59
____	Nontraditional Jobs for Women	17S797 7:N814
____	Sexism in Education: What Kind of Balance is Found in Your Community School District?	17S797 7:S518
____	Title IX Questions and Answers	17S797 7:T619
____	Iowoman V.9 #3-6 May-Dec., 1979 V.10 #1, 2 Jan-April 1980	17S797 8:v-n-yr.

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____	Iowa: Criminal Justice System and Substance Abuse	17S941 2:C929

Core	Directory of Alcoholism and Drug Abuse Services in Iowa 1979	17S941 5:D598 yr.
____	Iowa Comprehensive State Plan for Substance Abuse, 1979-80	17S941 8:yr.
____	Together V. 2, No. 2-5, May-Dec., 1979 V.3#1 Jan/Feb 1980 V.3#2 Mar/April 1980	17S941 9:v-n-yr.
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Core	Official State Transportation Map, 1979-80	17T772 7:M297 yr.
____	Commission Agenda, Dec. 4, 17, 18, 1979 Jan. 8 & 23, Feb. 5, 19, Mar. 4,18, Apr. 1, 1980	17T772 9:date-yr.
Core	Iowa Aeronautical Chart, 1980-81	17T772AD 7:A252 yr.
____	Iowa Aviation Bulletin Sept.-Dec. 1979 Jan-Apr. 1980	17T772AD 8:mo-yr.
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____	General Aggregate Source Information, 1980	17T772HD 2:G326 yr.
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____	Transverse Joint Sealing With Various Sealants: Progress Report for Highway Research Board Project HR-203	17T772HD 2:T781
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____	Evaluation of Fly Ash in Portland Cement Concrete Pavement in Monona County Iowa 1980	17T772HR 2:F648M
____	Evaluation of Fly Ash in Portland Cement Concrete in Woodbury County Iowa	17T772HR 2:F648W
____	Pavement Wear and Studded Tire Use in Iowa Project HR 148	17T772HR 2:P337
____	Safer Construction and Maintenance Practices to Minimize Potential Liability by Counties from Highway Accidents, Final Report 1979	17T772HR 2:S128
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____	Iowa License Plate Guide, 1980	17T772MV 4:L698 yr.
____	Truckin' through Iowa, 1980	17T772MV 4:T865 yr.
____	Answers to Your Questions About Motor Vehicle Inspection	17T772MV 7:A626
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____	Deicing Practices in Iowa, 1980	17T772PR 2:D324
____	Evaluation of Highway Advisory Radios, Final Report 1980	17T772PR 2:E92
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____	Quadrennial Need Study Report on Highways, Roads, and Streets for Study Years 1978 thru 1997	17T772PR 2:Q1
____	... Executive Summary	17T772PR 2:Q 1/2
____	Iowa Primary Road Sufficiency Log Books: Jan. 1979 Book 1-Primary Routes 1-78 Book 2-Primary Routes 79-999	17T772PR 2:S946/bk
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____	Traveler Information Stations; Final Report, 1980	17T772PR 2:T779
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____	Street Finance Report for Iowa Cities 1976-77; 1977-78	17T772PR 10:yr.

____	Iowa Airport Sufficiency Ratings, 1979	17T772PR 11:yr.
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____	Regional Transit Development Program Update I-XVI, 1979	17T772PT 2:R336 area/yr
____	The Way to Go: Bus & Taxi Services in Iowa	17T772PT 5:W357
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____	Iowa Motor Vehicle Inspection Trial Demonstration Program	17T772SP 2:M919
____	Iowa Motor Vehicle Inspection Study: Summary Report	17T772SP 2:M919/2
____	Iowa Motorcycle Accidents 1974-76	17T772SP 2:M920
____	Profiles of Iowa Motorcycle and Moped Operators	17T772SP 2:P964
____	Accident Location and Analysis System of Iowa	17T772SP 7:A171
____	The Ice Monster Strikes Again	17T772SP 7:I15
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____	A Pay Raise for Everyone!!	17T772SP 7:P343
____	Weekly Fatality Report June 29-Dec. 1979--For year 1979 Jan. 4 & 11, 13 & 25, Feb 1 & 8, 15, 22, 29, Mar. 7, 14, 21, 28, Apr. 4, 11, 1980	17T772SP 8: date-yr.
____	Safety Gram V.1 No. 1-6 Jan.-Dec. 1978 V.2 # 1-6 Jan.-Dec, 1979 V.3 # 1, 2, Jan-Apr 1980	17T772SP 9:v-n-yr.
____	Iowa Motor Vehicle Accidents 1977; 1978, 1978/err p.6	17T772SP 10:yr.
____	The Safety Line V.1 #1,2,3 Q 1979 V.2 #1 1st Q 1980	17T772SP 11:v-n-yr.
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____	Vertical Clearance Restrictions on Primary Roads and Primary Road Extensions, 1980	17T772TI 9:yr.

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____	Biennial Report 1976-78	17T784 1: yr.
____	Rate of Interest Letter July-Dec., 1979; Jan-June 1980	17T784 8:R233 m-yr.

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____	Presidential Address Aug. 30, 1979	17U582 2:P933 79-8-30
____	Policies and Regulations Affecting Students 1980-81	17U582 3:P766 yr.
____	Workshop on Japan, 1980	17U582 7:J35 1980
____	Science, Technology and the Future: Eighteenth Annual...	17U582 7:S416
____	University of Iowa Undergraduate Programs: 1. Biomedical Engineering 2. Chemical Engineering 3. Civil Engineering 4. Electrical Engineering 5. Mechanical Engineering	17U582 7:U54/no.
____	University Faculty Scholars Program, 1979	17U582 7:U582
____	U of I Commencement Dec. 22, '79 (1979-80/1)	17U582 8: yr/n.
____	U.S. Army Commission 1979 (1979-80/1)	17U582 9:yr/n.
____	Honors Convocation 1979-80	17U582 10: yr.
____	The Graduate Educational Opportunities Program	17U582A 7:G733
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____	Art Resource Center: Fall, 1979 Spring, Summer, 1980	17U582AR 7:A784 1979-80/1-3
____	Graduate Programs in American Studies	17U582AS 7:G733
____	Business Administration at the U OF I, 1980	17U582BA 7:B979 yr.
____	Chartered Property Casualty Underwriter Review Course Dec. 9-11, 1979 pts 1,3,5,7,9 part 2,4,6,8, & 10 May 21-23, 1980	17U582BA 7:C486/yr./pt.
____	Developing Management Skills	17U582BA 7:D489
____	Fortieth Annual Executive Development Program 1980	17U582BA 7:E96 yr.
____	Executive M.B.A. Participant Roster	17U582BA 7:E96/2
____	Graduate Programs in Economics	17U582BA 7:G733

____	Management by Objectives: An Organizational Effectiveness Program Nov. 13-14, 1979	17U582BA 7:M266
____	Management by Objectives: An Organizational Effectiveness Program Mar. 7,8, 1980	17U582BA 7:M266/2
____	The Iowa MBA Program	17U582BA 7:M479
____	Supervision: Defining the Supervisor's Job	17U582BA 7:S959
____	Supervision; Defining the Supervisor's Job, Motivating Today's Employees ...	17U582BA 7:S959/2
____	Training For Better Performance Appraisals, April 16, 1980	17U582BA 7:T768
____	Women in Management Series: Financial Planning and Money Management	17U582BA 7:W872f
____	College of Business Administration: Reprint Series July 1979	17U582BA 8:no
____	Training Opportunities in Membrane Physiology and Biophysics	17U582BP 7:T768
____	Arts Outreach Program; Programs Available for	17U582CA 7:094
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____	Hancher Auditorium Programs	17U582CA 8:season/title
	Alicia de Larrocha	8/AL
	Bayanihan Philippine Dance	8/BP
	Chinese Acrobats and Magicians of Taiwan	8/CA
	Canadian Brass	8/CB
	Ch. Two.	8/CT
	Da	8/Da
	Dizzy Gillespie	8/DG
	Deathtrap	8/DT
	Eubie	8/Eu
	Fred Waring	8/FW
	Grace Bumbry and Jonathan Morris	8/GB
	Guarneri String Quartet	8/Gu
	Houston Ballet	8/HB
	Itzhak Perlman	8/IP
	Joffrey II Dancers	8/JT
	Los Angeles Philharmonic	8/LA
	Chamber Music of Lincoln Center	8/LC
	Marcel Marceau	8/Ma
	Miss Margarida's Way	8/MM
	Nathaniel Rosen	8/NR
	Pittsburgh Ballet Theatre	8/PB
	Show Boat	8/SB
	South Pacific	8/SP
	Toulouse Chamber Orchestra	8/TC
	Victor Borge	8/VB
____	Programme V.7 No. 4 Sept. - Oct. 1979 V.8 No. 1, 2, 1980	17U582CA 9:v-n-yr.

____	University Theatre---Season	17U582CA 10:yr/title
	Blithe Spirit	1979-80/BS
	Jesse and the Bandit	1979-80/J
	The King and I	1979-80/Ki
	Poor Murderer	1979-80/PM
	Three Sisters--Equus	1979-80/TE
	Wild Oats	1979-80/Wo
____	School of Music Programs:	17U582CA 11:yr/title
	Allen Ohmes	1979-80/AO
	Dammnation of Faust	1979-80/DF
	Eugene Onegin	1979-80/EO
	John Sims	1979-80/JS
____	Cooperative Educational Program	17U582CaS 7:C778
____	Child Abuse and Neglect Center	17U582CB 7:C536
____	Administrative Dimensions Workshops	17U582CC 7:A238
____	OCCA Transfer Guide to the U of I	17U582CC 7:015
____	Great Teachers Workshop, 1980	17U582CC 7:S955 yr.
____	Transferring to a Four Year School; 1980	17U582CC 7:T772 yr.
____	College of Dentistry, 1980	17U582CD 7:C697 yr.
____	Graduate Program in Community Dentistry and Public Health	17U582CD 7:C734
____	Development in the Biology of the Oral Muscosa	17U582CD 7:D489
____	For Your Information V.10 #1 Dec. 1979	17U582CD 8:v-n-yr.
____	Iowa Dental Bulletin V.11 #1 Winter/Spring 1979/80	17U582CD 9:v-n-yr.
____	Annual Convocation Ceremony 1980	17U582CD 10:1979-80
____	Crystal Sets to Satellites: Sixty Years of Fine Tuning 1919-1979	17U582CE 2:C957
____	Fifth Annual Central Iowa AES Technical Seminar on Printed Circuits and Plating, 1979	17U582CE 7:A512 yr.
____	Drama Colloquy 1979	17U582CE 7:D763 yr.
____	Mr. Capra Comes to Town; A Capra Film Fistival	17U582CE 7:M939
____	CE Scholar V.2 No. 1 Spring 1979 v.2 No. 2 Fall 1979	17U582CE 8:v-n-yr.
____	WSUI-KSUI Listening Guide Oct.-Nov. 1979 Feb.-June, 1980	17U582CE 9:mo-yr.
____	Iowa Foreign Language Bulletin V.22 No. 1, 2 Sept.79, Feb. '80	17U582CE 10:v-n-yr.
____	Saturday & Evening Class Program; Dec, April (1979/5; 1980/1)	17U582CE 11:yr/n
____	Iowa Elderhostel Continuing Education for Persons after 60; 1980	17U582CE 12:yr.

____	Engineering at the University, 1980	17U582CEn 7:E57 yr.
____	Microwave Power Symposium, Fifteentgh Annual 1980	17U582CI 7:M626 yr.
____	Annual Podiatric Institute, Oct. 12-14, 1979	17U582CI 7:P742
____	Solar Energy: Fact and Future, Mar. 10-11, 1980	17U582CI 7:S684
____	Photo Directory, First Year Class 1979-80	17U582CL 5:P575 yr.
____	Summer Programs Instruction for Lawyers: 5th Annual Corporate Taxation 1980	17U582CL 7:I59 yr.
____	Placement Information 1980-81	17U582CL 7:P697
____	Iowa Probate	17U582CL 7:P962
____	Spring Tax Institute, 26th 1980	17U582CL 7:S769 yr.
____	Convocation	17U582CL 8:1979/80
____	Research Interests...Physiology & Biophysics	17U582CM 2:R432 1979-80
____	University of Iowa College of Medicine Clinical Pharmacology Gastronenterology Hematology-Onocology Infectious Diseases Pulmonary Diseases	17U582CM 7: C641 G257 H487 I43 P982
____	Aesthetic Facial Surgery	17U582CM 7:A254
____	Allergy-Immunology Training Program	17U582CM 7:A434
____	Bariatric Surgery Workshop	17U582CM 7:B275
____	Better Governance: Better Services: The Board's Role in Planning Finance Law April 16-17, 1980	17U582CM 7:B565
____	Challenges for the Eighties; A Workshop for Support Staff	17U582CM 7:C437
____	Continuing Education Courses and Conferences, 1979-80	17U582CM 7:C762 yr.
____	Iowa Eye Association, 1980 Annual Meeting	17U582CM 7:E97 yr.
____	Graduate Studies in Physical Therapy	17U582CM 7:G733
____	State Health Registry of Iowa	17U582CM 7:H434
____	Iowa Head and Neck Cancer Reconstructive Surgery Course June 7-13, 1980	17U582CM 7:I64 yr.
____	Alumini Society Visiting Professor M.C. McNaughton	17U582CM 7:M169

____	The Medical Scientist Training Program	17U582CM 7:M489
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____	New Resources for An Uncertain Future: Iowa Conference on Consultation...	17U582CM 7:N532
____	Graduate Program in Pharmacology	17U582CM 7:P536
____	Research Day V 1980	17U582CM 7:E432 yr.
____	Vital Signs Sept. 1979	17U582CM 8:mo-yr.
____	Lipid Outlook V.5 No. 6-9 V.6 No. 10/11, 12, 13, 1980	17U582CM 9:v-n-yr.
____	The Iowa Perinatal Letter v.1 # 1 Jan/Feb 1980 V.1 # 2 Mar/April 1980 v. 1 #3 May/June 1980	17U582CM 10:v-n-yr.
____	College of Medicine Convocation May 16, 1980	17U582CM 11:1979/80
____	In Memorian 1980; For Those Who In Death Have Served the Living	17U582CM 12:yr.
____	Concept Clarifications: Spelling Out the Knowledge that is Nursing Oct. 12, 1979 Iowa Memorial Union	17U582CN 7:C744
____	Essential Hypentension: The Illness and the Management, April '80	17U582CN 7:E78
____	Annual Geriatric Nursing Conference: Aging: Maximizing Growth Potential Dec. 12-13, 1979	17U582CN 7:G369 yr.
____	Logic, Strategies and Tools of Clinical Evaluation in Nursing April 10, 1980	17U582CN 7:L832
____	Convocation Ceremony Dec. 22, 1979 (1979-80/1) May 17, 1980 (1979-80/2)	17U582CN 8:yr.
____	College of Pharmacy News Spring 1980 (1979-80/1)	17U582CP 8:yr.
____	University Counseling Service	17U582CS 7:C855
____	Audio Visual Catalog & Supp. 1978-79	17U582DD 4:A912 yr./
____	University Hospital School Myelodysplastic Clinic	17U582DD 7:M996
____	Welcome to the University Hospital School	17U582DD 7:W442
____	Regional Dental Center V.2 No. 3 Fall, 1979	17U582DD 9:v-n-yr.
____	Iowa Developmental Disabilities v.2 No. 3 Fall, 1979 v.3 #1 Winter, 1980	17U582DD 10:v-n-yr.
____	Master of Science Degree Program in Dental Hygiene	17U582DH 7:M423
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____	Graduate Assistantships in the College of Education 1980-81	17U582Ed 7:G733 yr.
____	Education Summer Workshop, 1980	17U582Ed 7:S955 yr.
____	Early Childhood Education Center V.2 No. 1 Fall 1979 V.2 No. 2 Spring 1980	17U582Ed 8:v-n-yr.
____	Center for Educational Experimentation Development and Evaluation	17U582EE 7:C397
____	Educational Placement Office	17U582EP 7:E22
____	Graduate Fellowships in Exercise Science	17U582ES 7:G733
____	The Iowa Graduate Experience	17U582GC 2:G733
____	Graduate Program in the Classics	17U582GC 7:C614
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____	Graduate Appointments in History, 1980-81	17U582H 7:G733
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____	Department of Activities Therapy and Child Psychiatry Service S.P.O.R.T.S.	17U582HC 7:A188/2
____	Advanced Cardiac Life Support, Fort Dodge, Iowa Sept. 14-16, 1979	17U582HC 7:A244
____	University of Iowa Alcoholism Center	17U582HC 7:A354
____	National Conference of Directors of Crippled Children's Programs and Disabled Children's Programs, June 16-18, 1980	17U582HC 7:C931 yr.
____	Instructions for the Patient With Detached Retina	17U582HC 7:D479

____	Diet Therapy ... U.S.A.; Nutrition into the Eighties	17U582HC 7:D565
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____	Project Art:	17U582HC 7:P964/
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____	Information for Patients Having Strabismus Surgery	17U582HC 7:S894
____	Westlawn Antepartum Unit	17U582HC 7:W529
____	Service Record July 1, 1978 to June 30, 1979	17U582HC 8:yr.
____	Pharmacy Bulletin v.1 # 1 Apr/May 1980	17U582HC 9:v-n-yr.
____	Graduation Ceremony, June 28, 1980, Radiologic Technology Program	17U582HC 10:yr.
____	Home Economics Summer Workshops, 1980	17U582HE 7:S955 yr.
____	Pacemaker V.6 No. 8-12, 1979 V.7 No. 1-5 Jan.-May, 1980	17U582HI 8:v-n-yr.
____	Immunofluorescence Seminar and Workshop May 22, 23, 1980	17U582HL 7:I33
____	Preparation, Staining, Reading of Direct Smears	17U582HL 7:P927
____	Lab Hotline V.15 No. 1-6 July-Dec., 1979 V.15 #7-11 Jan-May, 1980	17U582HL 8:v-n-yr.

____	Assistive Devices Aug-Dec. 1979 Feb., Mar, April, May 1980	17U582HS 8:yr.
____	International Highlights No. 3 Oct. 1979, Jan. 1980	17U582IE 8:yr./no.
____	Graduate Studies Journalism/Mass Communications	17U582Jo 7:G733 1979/80
____	Journalism at Iowa	17U582Jo 7:J86
____	Journalism High School Students Workshops, Summer Workshops '80	17U582Jo 7:J86/2 yr.
____	Journalism Teacher Workshops 1980	17U582Jo 7:T253 yr.
____	Iowa Journalist Fall-1, Spring-2 1979-80	17U582Jo 8:yr./n
____	U of I Libraries Newsletters v.8 # 3 Jan 1980 v.9 #1 April 1980	17U582L 8:v-n-yr.
____	Iowa Intensive English Programs	17U582Li 7:I64
____	Newsome Lecture - Oct. 26, Festival of Children's Books 1979	17U582LS 7:N558 yr.
____	School of Library Science: Newsletter No. 23 Spring 1980	17U582LS 8:n-yr.
____	Museum of Art: Calendar Oct. Nov., 1979 Jan-May and Summer 1980	17U582MA 8:mo-yr.
____	North Bluff Overlook; Self-Guiding Nature Trail	17U582MF 7:N864
____	Community Support Systems	17U582MH 7:C734
____	Museum of Natural History	17U582MNH 7:M986
____	Master and Doctoral Programs in Mathematical Sciences	17U582MS 7:M423
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____	General Information for the New Students in the Graduate College 1980-81	17U5820A 7:G326/1 yr.
____	Orientation, Summer 1980	17U5820A 7:069 yr.
____	Information for Prospective Undergraduate Special Support Services Studies	17U5820A 7:P966
____	Why Iowa: Information for Parents of Prospective Students at the U of I	17U5820A 7:W629
____	The Iowa Scene V.7, No. 1-3 Oct.-Dec., 1979 V.7, #4 Jan. 1980 V.7, #7, 8, April, May 1980	17U5820A 8:v-n-yr.
____	Services for Handicapped at the University of Iowa	17U5820SH 7:S491
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___	30 years of Service to Iowa Government	17U582PA 2:T447
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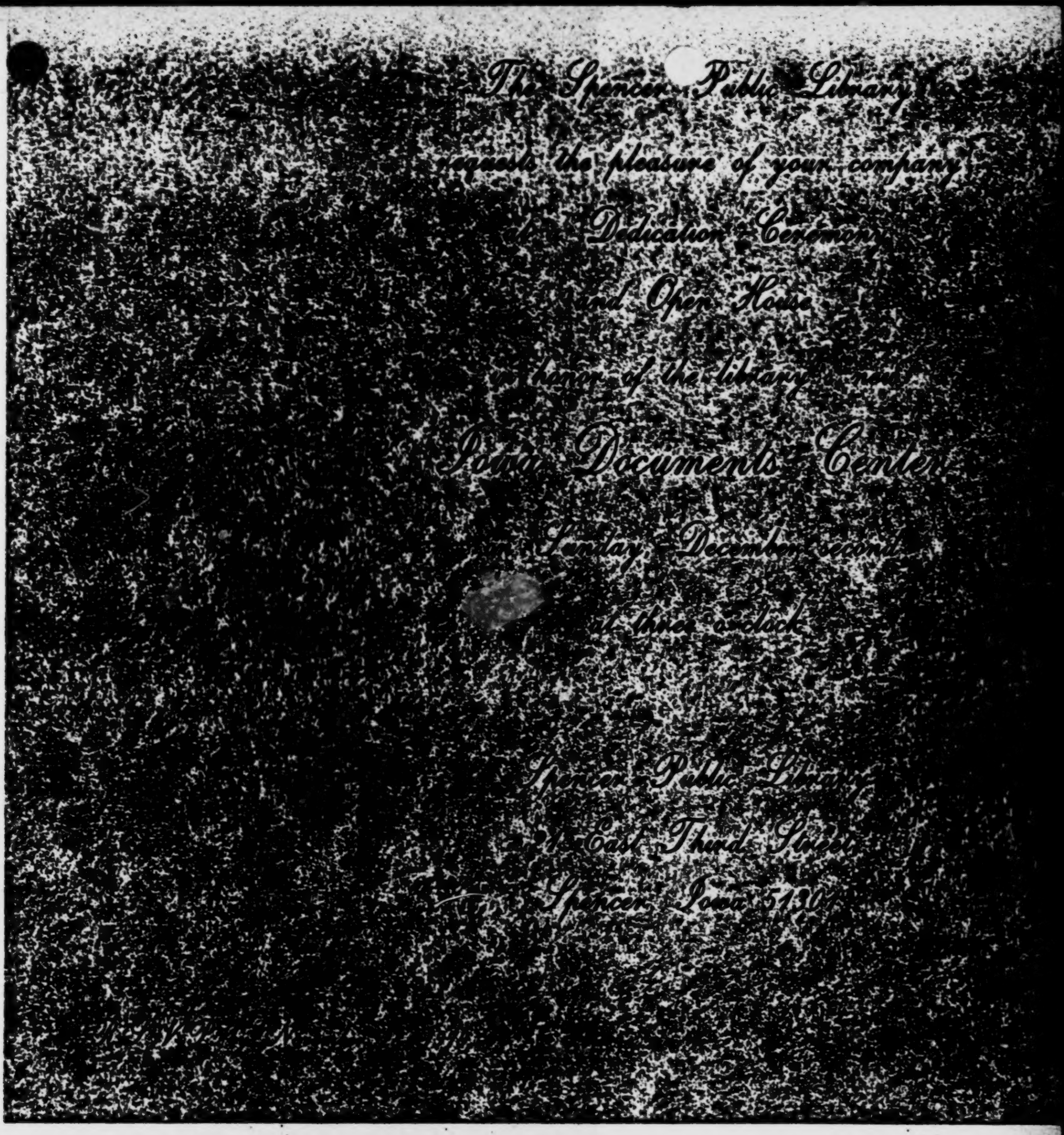
___	Training and Consultation Services to Iowa Governments, 1980	17U582PA 7:T768
___	Women as Leaders in Physical Education and Sports	17U582PE 2:W872
___	Biomechanics	17U582PE 7:B615
___	Experiencing the Arts	17U582PE 7:E96
___	Physical Education and Dance, Summer Workshop, 1980	17U582PE 7:S955 yr.
___	Philosophy	17U582Phi: 7:P568
___	Old Capitol	17U582PI 7:044
___	Visit Old Capitol	17U582PI 7:V831
___	FYI For Your Information V. XVI No. 28 Sept. 28 Oct. 5 No. 31 Oct. 19 No. 33 Nov. 2 No. 38 Dec. 21 1979 V. XVII #2 Jan 18, 1980 V.17 #7 1980	17U582PI 8:v-n-yr.
___	Campus Correspondent V.24 No. 5 Fall Issue 1979 V.24 No. 6 Winter Issue 1979 V.24 No. 7 Spring Issue 1980	17U582PI 9:v-n-yr.
___	SS Data V.8 No. 4 June 1979	17U582PR 8:v-n-yr
___	Copy Service System	17U582Pri 7:C785
___	Master of Arts in Public Affairs	17U582PS 7:M423
___	Predoctoral & Postdoctoral Program in Animal Learning & Biopsychology	17U582Psy 7:A598/1,2
___	A Guide to the Department of Publications, the University of Iowa	17U582Pu 7:G946
___	High School Student Programs: Summer Session 1980	17U582R 7:H638 yr.
___	Master's and Doctoral Candidate Degrees Information 1980-81	17U582R 7:M423 yr.
___	Information for Prospective Students, 1979-80	17U582R 8: yr.
___	Schedule of Courses 2nd Semester 1979-80	17U582R 9:yr/sem.
___	RCC News V.6 #4 Fall, 1979, V.7 # 1 Spring 1980	17U582RC 8:v-n-yr.
___	Outdoor Programs	17U582RE 7:094



The Spencer Public Library
requests the pleasure of your company
at a Dedication Ceremony
and Open House
in honor of the library's new
Iowa Documents Center
on Sunday, December second
at three o'clock

Spencer Public Library
1 East Third Street
Spencer, Iowa 51301

____	Recreation and Intramurals	17U582Re 7:R311
____	Tennis Center, Rules and Regulations	17U582Re 7:T311
●	Guidebook: The University of Iowa Residence Halls 1979-80	17U582RS 4:G946 yr.
____	Food Service	17U582RS 7:F686
____	Quad: The Cafeteria with Good Taste	17U582RS 7:Q1
____	Residence Halls, University of Iowa, Summer 1980	17U582RS 7:R433 yr.
____	Synergist V.2 No. 1,2,3, Aug. Oct, Dec. 1979, V.2 # 5 1980	17U582RS 8:v-n-yr.
____	Highschool Art workshop, University of Iowa Summer Workshops 1980	17U582SA 7:H638 yr.
____	Cancer Scholarships for High-Ability and Motivated Secondary Students	17U582SE 7:C215
____	Iowa-Assist V.7 No. 1 Oct. 1979	17U582SE 8:v-n-yr.
____	Basketball Guide and Record Book, 1979-80	17U582SI 4:B315 yr.
____	Women's Intercollegiate Athletics, 1980 Calendar	17U582SI 4:C149 yr.
____	Women's Fall Sports 1979	17U582SI 4:F194 yr.
____	Spring Sports Guide, 1980	17U582SI 4:S769 yr.
●	Iowa Hawkeyes Swimming and Diving 1980	17U582SI 4:S977 yr.
____	Winter Sports '79-80	17U582SI 4:W785 yr.
____	All-State Music Camp, June 15-27, 1980	17U582SM 7:A416 yr.
____	Collegium Musicum 1, 2	17U582SM 7:C697/yr./no.
____	U of I School of Music Faculty Recital: James Avery	17U582SM 7:F143 F143/JA 1979-8
____	Graduate Awards, 1980-81	17U582SM 7:G733
____	Hawkeye Marching Band	17U582SM 7:H392
____	Honors Band: Twelfth Annual Concert Symphony Band, Feb. 17, 1980	17U582SM 7:H773 1979/80
____	Honors Choir Festival...Seventh 1980	17U582SM 7:H774 yr.
____	The Programs in Music Therapy	17U582SM 7:M987
____	Organ Workshop 1980	17U582SM 7:O68 yr.
____	School of Music Offers Music Scholarships, Degree Programs	17U582SM 7:S372
●	University Sinfonietta 1979/80	17U582SM 7:S616 yr.
____	U of I School of Music: Stradivari Quartet 1979/80	17U582SM 7:S895
____	Music Workshop for Teachers 1980	17U582SM 7:S955 yr.

____	Symphony Band: 1980 Spring Tour	17U582SM 7:S989 1979-80
____	The Unicorn, the Gorgon and the Manticore or the Three Sundays of a Poet	17U582SM 7:U58
____	University of Iowa Wind Ensemble:	17U582SM 7:W763 yr.
	Oldies but Goodies, 1979-80	/O
	Winter Concert, 1980	/w
____	Music Newsletter v.21 Jan. 1980	17U582SM 8:v-n-yr.
____	A Minor in Sociology	17U582So 7:M666
____	Speech and Dramatic Art Summer Workshop, 1980	17U582SP 7:S955 yr.
____	Aspects of Islam: Past and Present	17U582SR 7:A838
____	School of Religion Annual Luncheon May 12, 1980 (1979-80)	17U582SR 8:yr.
____	The Communicator News letter Fall Semester 1979	17U582SS 8:yr.
____	National Clearinghouse for Home-Based Services to Children	17U582SW 7:N277
____	Social Work, Summer Workshop 1980	17U582SW 7:S955/1 yr.
____	Social Work, Summer Courses, 1980	17U582SW 7:S955/2 yr.
____	Social Development Issues V.3 #3 Fall 1979 V.4 #1 Winter 1980	17U582SW 8:v-n-yr.
____	Bulletin of the Clearinghouse Project for the Home-Based Services for Children Fall 1979	17U582SW 9:yr.
____	School of Social Work: Newsletter Fall 1979, Winter 1980 , Spring 1980	17U582SW 10:date
____	How Upward Bound Helps Students: Information for Students, Parents Youth-Serving Professionals and Others	17U582UB 7:H847
____	A Career in Orthopthics	17U582UH 7:C271 1980
____	Intensive Course in Pediatric Nutrition (a) Nov., 1979 Programs (b) 1980 Announcements (c) March 24-28, 1980 (d) General Curriculum June 9-13, 1980	17U582UH 7:I61 yr./no.
____	Legislative Environmental Advisory Group, 1979 Summary Report	17U582UR 8:1979
____	Information for Military Personel and Veterans	17U582VS 7:I43
____	Information for Military Service Personnel and Veterans of Military Service	17U582VS 7:I43/2
____	Newsletter (Weeg Computing C.) v.11 #2 1980	17U582VS 8:v-n-yr

UNIVERSITY OF NORTHERN IOWA

____	Start Yourself Thinking About a Career and UNI		17U585 4:S796
____	Graduate Student Handbook		17U585GC 4:G733
____	Let Our Students Do the Talking		17U5830A 4:L645
____	Bulletin	V. 80 No. 4 Oct. 1979 v. 81 No. 1, 1980-82 Catalog v. 81 No. 2, 1980 Summer v. 81 No. 3, 1980 Summer Workshop	17U5850A 8:v-n-yr.
____	Schedule of Classes	Winter 1979-80/3 Summer 1980-81/1 Fall 1980-81/2	17U585R 8:yr./mo.
____	Student Policy Handbook 1979-80		17U585SS 4:S933 yr.

VOCATIONAL EDUCATION ADVISORY COUNCIL

____	Annual Evaluation Report	Pt. 1 & Pt. 2, 1979	17V872 1:yr.
____	Quantity & Quality-The Status of Local Advisory Councils in Iowa in 1978		17V872 7:Q1 yr.

11/10/80
IA:L1

Depository Library Center
Capitol Complex
Des Moines, Iowa 50319
Telephone 515-281-6718

CUMULATED SHIPPING LIST

This represents the items received by the Depository Library Center since it began operation in July 1979.

It is intended to serve as a finding list until the production of the catalog in 1980.

Arrangement is by issuing agency. Only the name of the parent agency is used; subordinate divisions are included under the main agency. The classification system groups the publications of one agency together; within these groups the publications of the subordinate body are listed together.

All items listed are available through I-LITE.

The catalog will list all items received by the Center after July 1, 1979. Although the State Library is not responsible for distribution of publications except depository items to depository libraries, the catalog will indicate source, price, and other information necessary for obtaining the publication.

CLASSIFICATION

The State Library is using Swank Classification which was developed by Raynard Swank for the University of Colorado Libraries and explained in Swank, R, "A Classification for State, County, and Municipal Documents," Special Libraries 35:116-20 (April, 1944).

It was chosen because the libraries already having large Iowa documents collections were using Swank and because it appeared the most practical choice. It does have the advantage of rapid assignment of classification numbers.

Like some other schemes for government publications, such as the Superintendent of Documents Classification, the arrangement is by the body responsible for the work rather than by subject as in Library of Congress or Dewey. However, the Swank system does tend to provide subject arrangement because publications of agencies tend to fall in particular subject areas.

Thus, publications of one state are grouped together. States are arranged alphabetically, territories and outlying possessions follow. Since the first use of the system some territories have become states, so not all libraries assign the same numbers to each state. The State Library uses 17 for Iowa.

Departments, Commissions, and Agencies are indicated by Cutter numbers. The Cutter numbers are taken from the key word of the name of the department, as: (G721 - Office of the Governor; R333 - State Board of Regents).

Subdivisions of the department are indicated by letters. (Ag 835 - Department of Agriculture; Ag 835CL - Crop and Livestock Reporting Service of the Department of Agriculture).

A file of Cutter numbers is kept to maintain consistency and to avoid using the same number for different agencies.

The next breakdown is by form of publications followed by year, volume, or in the case of unnumbered material, Cuttered for title.

Thus:

1.	Annual agency operating and/or fiscal reports	1 yr.
2.	Monographs	2:Cutter from title
3.	Rules, regulations, instructions, laws	3:Cutter from title
4.	Manuals, handbooks, guides	4:Cutter from title
5.	Directories	5:Cutter from title
6.	Conference proceedings	6:Cutter from title yr.
7.	Circulars, leaflets, flyers	7:Cutter from title
8.	(and on): other series	8 or 8 8:v.-n. yr. v.-n. yr.

The classification number is being put on the microfiche and on the shipping list. It will also appear in the catalog.

State 17: Iowa
Department (Agriculture)
Division (Crop & Livestock
Reporting Service)

Iowa Agricultural Statistics

17Ag835CL
8: Type of Publication (Series
1978 yr.

Real Estate Manual

17R288
4:M294 Cutter For Keyword of Title
1979
Type of Publication (Manual)

IA:M

11/10/80

IA:M1

Library ____________________

Address ____________________

Telephone ____________________

Library Administrative Officer ____________________

Contact Person ____________________

Others Contacted ____________________

Type of Depository

Full ________ Core ________ Permanent ________

Physical

a. Where are Iowa publications located in relationship to

Circulation

Reference

Federal document collection (if applicable)

b. Is space provided of same quality as space allotted to other parts of the collection?

c. Is collection easily accessible to public?

Accessible all hours library is open? If not, how many hours?

Are there any restrictions on public access to Iowa documents?

Circulation

Are documents circulated?

________ paper

________ microfiche

________ for how long

________ some restricted use; specify

Microfiche (Full & Permanent)

a. Where is microfiche stored?

________ Near rest of documents collection?

________ In a place away from documents
Collection?
Explain

b. Is microfiche Filing up-to-date?

c. Are microfiche readers available?

d. Is microfiche reader - printer available?

Staff

________ Number of staff working with documents

- ________ Professional - non professional
- ________ 1 person mainly responsible
- ________ shared responsibilities
- ________ Estimated hours per week spent on documents

Publicity

What efforts have been made to publicize documents?

Problems

What problems has library encountered with documents?

Suggestions

What suggestions for improvement in the depository program were made?

Comments

IA: M

11/10/80

IA:M2

STATE GOVERNMENT PUBLICATIONS

Tuesday, September 18, 1979 * Iowa Memorial Union

A Conference Sponsored By

The University of Iowa School of Library Science

and the State Library Commission of Iowa

PROGRAM

9:00	REGISTRATION AND COFFEE	Big Ten Lounge
9:30	WELCOME Fred Wezeman, Director, School of Library Science	Illinois Room
9:45	PUBLICATION AND DISTRIBUTION PATTERNS OF STATE PUBLICATIONS Maggie Johnson, Coordinator, Government Documents Division, Missouri State Library	Illinois Room
10:45	COFFEE BREAK	Chicago Lobby
11:00	BIBLIOGRAPHIC CONTROL OF STATE PUBLICATIONS Agnes Ferruso, Head, State Document Section, Library of Congress	Illinois Room
12:15	LUNCHEON	Ballroom
1:15	THE IOWA DEPOSITORY PROGRAM FOR STATE PUBLICATIONS Shirley Johnson, State Documents Depository Librarian, State Library Commission of Iowa	Illinois Room
2:00	BREAK	Chicago Lobby
2:15	WORKSHOP SESSIONS ON PROBLEMS IN HANDLING, ORGANIZING, AND USING STATE PUBLICATIONS (Choose one to attend)	
	A. IOWA DEPOSITORIES FOR STATE PUBLICATIONS Shirley Johnson	Michigan Room
	B. ALL OTHER LIBRARIES Carolyn Kohler, Head, Government Publications, The University of Iowa Libraries	Northwestern Room
3:15	ADJOURNMENT	

IA:M 11/10/80
IA:M3

The University of Iowa
Center for Conferences
and Institutes
Iowa Memorial Union
Iowa City, Iowa 52242

Nonprofit Organization
U.S. Postage Paid
Permit Number 57
Iowa City, Iowa

STATE GOVERNMENT PUBLICATIONS

Tuesday, September 18, 1979

A Conference Sponsored by

School of Library Science

The University of Iowa

and the

State Library Commission of Iowa

Purpose

This conference is designed for all librarians who work with or are interested in state government publications. The acquisition, organization, and control of these publications will be considered. Morning sessions will be devoted to the publication and distribution patterns and the bibliographic control of state publications. The afternoon sessions, sponsored jointly by the State Library Commission of Iowa and by the Library School, will relate specifically to Iowa publications and will include workshop sessions for persons working in Iowa depositories as well as in other libraries.

General Information

Location

All sessions will be held in the Iowa Memorial Union, with registration in the Big Ten Lounge, third floor.

Fee

The registration fee of $20 includes all sessions, materials, coffee breaks, and the luncheon. Early registration is encouraged, since facilities are limited to 175 participants.

CEU Certification

0.5 Continuing Education Units will be offered for participation in the conference. A CEU registration form will be included in the conference packet.

Parking

Parking may be available in the ramp just east of the Iowa Memorial Union. The cost is $1.50 per day, payable upon departure. Parking in the ramp is free to those staying in the Iowa House.

Housing

A block of rooms has been reserved at the Iowa House for September 17. Please indicate your housing needs on the registration form.

Program

a.m.

9:00 REGISTRATION AND COFFEE

9:30 WELCOME

9:45 PUBLICATION AND DISTRIBUTION PATTERNS OF STATE PUBLICATIONS
Maggie Johnson, Coordinator, Government Documents Division, Missouri State Library

10:45 COFFEE BREAK

11:00 BIBLIOGRAPHIC CONTROL OF STATE PUBLICATIONS
Agnes Ferruso, Head, State Document Section, Library of Congress

p.m.

12:15 LUNCHEON

1:15 THE IOWA DEPOSITORY PROGRAM FOR STATE PUBLICATIONS
Shirley Johnson, State Documents Depository Librarian, State Library Commission of Iowa

2:00 BREAK

2:15 WORKSHOP SESSIONS ON PROBLEMS IN HANDLING, ORGANIZING, AND USING STATE PUBLICATIONS
(Choose one to attend)

- A. Iowa Depositories for State Publications
  - Shirley Johnson
- B. All Other Libraries
  - Carolyn Kohler, Head, Government Publications, The University of Iowa Libraries

3:15 ADJOURNMENT

Conference Director

Terry L. Weech, Assistant Professor, School of Library Science

BEST COPY AVAILABLE

REGISTRATION FORM

State Government Publications

September 18, 1979 **M465-02**

Name..

Library..

Position.......................................

Street...

City...

State............................ **ZIP**............

EGISTRATION FEE $20.00

Includes all sessions, materials, coffee breaks, and the luncheon.

I enclose a check payable to The University of Iowa for $20........

HOUSING RESERVATIONS

Please reserve, but do not send money now.
I wish to reserve a room at the Iowa House for September 17, as follows:

Single room ($18.50)........

Shared twin room ($24)........

Person sharing room............................

PLEASE RETURN BY SEPTEMBER 12 TO

Center for Conferences and Institutes
Iowa Memorial Union
The University of Iowa
Iowa City, Iowa 52242
Phone: (319) 353-5505

STATE GOVERNMENT PUBLICATIONS

Tuesday, September 18, 1979

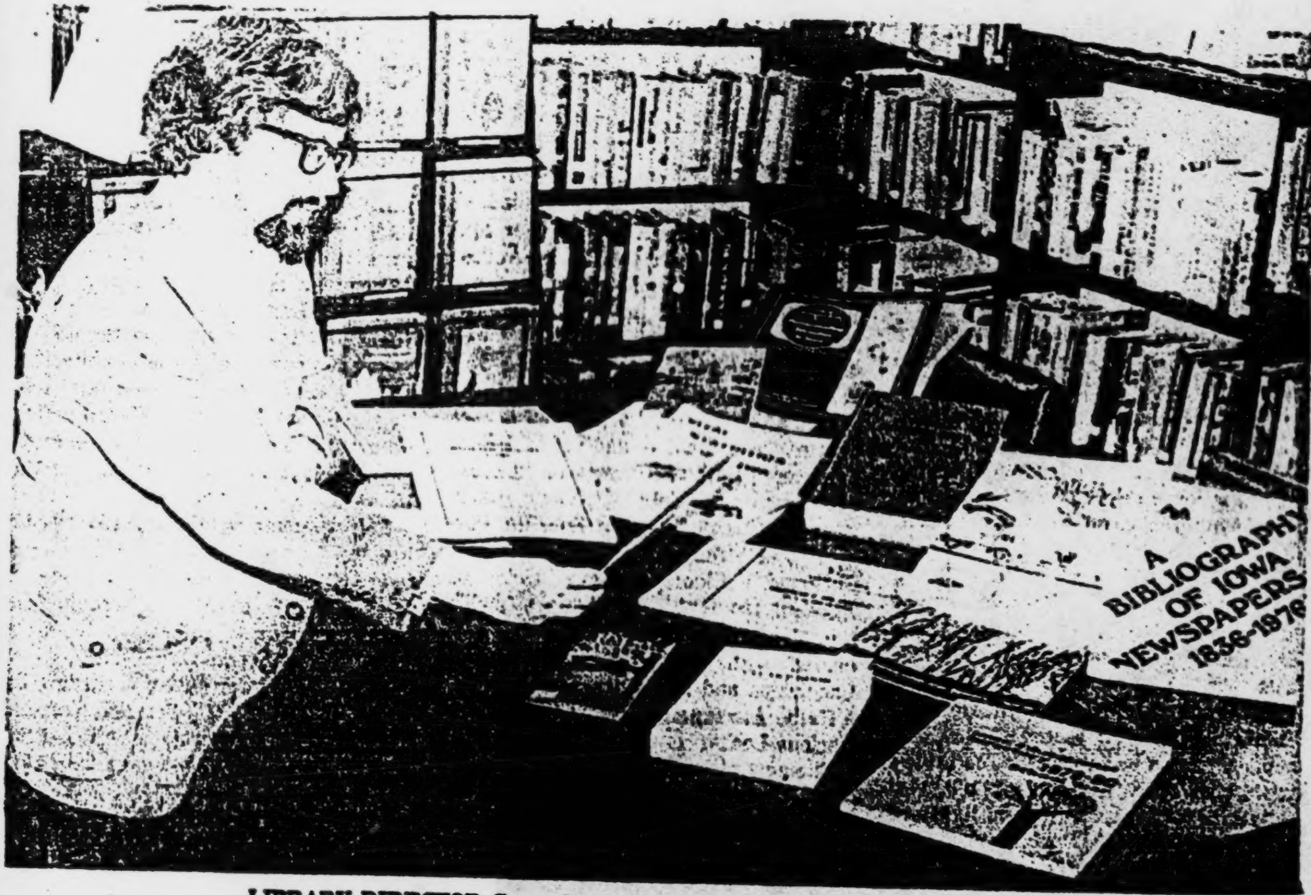
A Conference Sponsored by

School of Library Science

The University of Iowa

and the

State Library Commission of Iowa


A BIBLIOGRAPHY OF IOWA NEWSPAPERS 1836-1976

LIBRARY DIRECTOR Gerry Rowland displays some of the new government publications received from the State Library Commission. The Shenandoah Public Library recently became a depository for Iowa Government Publications.

IA: m

IA:M4

LA

M. Studies, surveys and workshops

LA:M1-1

AGENDA

LOUISIANA DOCUMENTS LEGISLATION REVISION WORKSHOP

SEPTEMBER 18/19, 1980

LOUISIANA STATE LIBRARY

THURSDAY, SEPTEMBER 18, 1980

9:30 - 10:30 A.M.	Registration/Coffee
10:30 - 11:00 A.M.	Welcome: Dolores Owen, Chairman LLA Documents Committee
11:00 - 12:00 A.M.	"The Oklahoma Experience" Robert Clark, Director Oklahoma Department of Libraries
12:00 - 1:30 P.M.	Lunch
1:30 - 2:30 P.M.	"Overview of documents laws, and current legislation in other states" Mrs. Margaret Lane, Coordinator State and Local Task Force, ALA GODORT
2:30 - 3:00 P.M.	Break
3:00 - 3:30 P.M.	Retrospective look at the documents depository law and the proposed revision Dolores Owen, Head Documents Division University of Southwestern Louisiana
3:30 - 4:30 P.M.	Status of Louisiana documents program Grace Moore, Recorder of Documents Louisiana State Library

FRIDAY, SEPTEMBER 19, 1980

8:30 - 10:15 A.M.	Discussion groups
10:15 - 10:30 A.M.	Coffee
10:30 - 11:30 A.M.	Panel: Bob Clark, Margaret Lane, Dolores Owen, Grace Moore
11:30 - 12:30 P.M.	Summary of recommendations from participants Tom Jaques, State Librarian Louisiana State Library

LA: M1- 2

LOUISIANA

DOCUMENTS

DISTRIBUTION LAW

IT'S FAIR TO COMPARE

Revision: Establishes a policy

Present law: Contains no policy statement

Revision: Includes definitions

Present law: Contains no definitions

Revision: Establishes provisions for graduate librarian to administer program

Present law: Graduate librarian not mandatory

Revision: Establishes provisions for enforcement which is binding on agencies and depository libraries

Present law: No enforcement clause

Revision: Establishes provisions for an official list of documents with indexes, cumulations, order information and the inclusion of documents received from other than the originating agencies

Present law: Provides only for lists from agencies and "duplicate copies of the same" for depositories

Revision: Establishes provisions for material published by Recorder to be distributed to Louisiana libraries without charge and other interested parties on exchange or subscription

Present law: No such provision

Revision: Establishes provisions for Recorder to maintain a working collection

Present law: No such provision

Revision: Establishes provisions for Recorder to make publications available in microformat

Present law: No such provision

Revision: Establishes provisions for historical depositories, selective depositories, and limited depositories

Present law: No such provision

Revision: Establishes provisions for depositories to receive one copy of publications except for historical depositories (which receive program

Present law: Graduate librarian not mandatory

Revision: Establishes provisions for enforcement which is binding on agencies and depository libraries

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Revision: Establishes provisions for an official list of documents with indexes, cumulations, order information and the inclusion of documents received from other than the originating agencies

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Present law: No such provision

Revision: Establishes provisions for Recorder to maintain a working collection

Present law: No such provision

Revision: Establishes provisions for Recorder to make publications available in microformat

Present law: No such provision

Revision: Establishes provisions for historical depositories, selective depositories, and limited depositories

Present law: No such provision

Revision: Establishes provisions for depositories to receive one copy of publications except for historical depositories (which receive two copies) or a pre-selected group of basic publications only

Present law: Depositories receive two copies of all publications

Revision: Establishes provisions for depositing state publications in the Library of Congress and the Center for Research Libraries

Present law: No such provision

Louisiana Library Association Documents Committee Publication.
9/80

IT'S WISE TO REVISE

To bring the law up to date

To establish a legal basis for many procedures presently in practice

To retain recommendations presently followed in "Guidelines for Minimum State Servicing of State Documents" (endorsed by LLA and LSL) and to incorporate other recommendations that will enhance the program

To help solve documents problems presently encountered by Louisiana libraries

To make it possible for libraries to receive copies of only needed basic publications

To reduce the volume of publications required from agencies for distribution to depositories

To establish a policy basis for public documents distribution

To establish definitions relevant to state publications and state agencies

To clearly establish duties and responsibilities of state agencies, Recorder of State Documents and depository libraries

DEPOSITORY LIBRARY LAW
R.S. 1950, Title 36, §209 (I), Title 25, §§121-124.

36:209. Transfer of boards, commissions, departments, and agencies to Department of Culture, Recreation and Tourism

A-H. Omitted.

I. The functions of the secretary of state related to the deposit and distribution of public documents as provided in R.S. 25:121 through R.S. 25:124 are transferred to the secretary of the Department of Culture, Recreation and Tourism and hereafter shall be exercised and performed through the office of the state library as provided in Part II of Chapter 22 of this Title and other applicable provisions of law.
(Acts 1976, No. 513, §1.
Amended by Acts 1977, No. 83, §1, effective June 22, 1977.)

25:121. State and other libraries as depositories of public records.

The Louisiana State Library shall be the depository for the printed or mimeographed public records issued by any government agency for public distribution. The libraries of colleges or universities and public libraries located in the state may also become depositories of these records when designated as such by the secretary of state upon their written request to this effect. (Acts 1948, No. 493, §1.)

25:122. Distribution of records to depositories; public inspection.

All agencies of state government shall furnish to the secretary of state sufficient copies of each record mentioned in R.S. 25:121 and the secretary of state shall deliver to each depository two copies of the same. These records shall be made accessible by the depository receiving them to any person desiring to examine the same. (Acts 1948, No. 493, §1.)

25:123. List of publications; distribution to depositories.

Each agency of state government shall furnish to the secretary of state semiannually a list of all its printed and mimeographed publications issued for public distribution, and the secretary of state shall make and furnish to each depository a duplicate copy of the same.
(Acts 1948, No. 493, §2.)

25:124. Recorder of documents; appointment; duties.

A recorder of documents shall be appointed by the secretary of state in his office, who shall be preferably a graduate librarian and whose functions shall be to administer the provisions of R.S. 25:122 and 25:123 under the supervision of the secretary of state.
(Acts 1948, No. 493, §§3,4.)

LA:M1-4

PROPOSAL

FOR A REVISION

OF THE

LOUISIANA DOCUMENTS

DISTRIBUTION LAW

LOUISIANA LIBRARY ASSOCIATION
DOCUMENTS COMMITTEE

Revised 1980

SECTION 1.

POLICY

Freedom of access to public documents is a basic right of citizenship. Therefore, it is the policy of the State of Louisiana that state publications shall be made available to the public. To obtain maximum efficiency in the distribution and use of these publications, a depository library system is established.

SECTION 2.

DEFINITIONS

"State publications" are public documents, which are defined as any informational matter, regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter - or intra - office memoranda and records of an archival nature are excluded.

"State agency" means any state office, department, board, commission, institution, division, officer or other person, or functional group, heretofore existing or hereafter created, that is authorized to exercise, or that does exercise, any functions of the government of the State of Louisiana.

SECTION 3.

DUTIES OF STATE AGENCIES

All state agencies shall furnish to the Recorder of State Documents, upon release, sufficient copies, as specified by the Recorder, of each state publication for distribution to the depository libraries. State agencies may exclude copyrighted materials.

All state agencies shall submit to the Recorder of State Documents complete lists of their publications on a semi-annual basis.

SECTION 4.

RECORDER OF STATE DOCUMENTS

The State Librarian shall appoint a Recorder of State Documents, who shall be a graduate of a library school accredited by the American Library Association, to administer the depository library program. To carry out the provisions of this act, the Recorder of State Documents shall make rules and regulations which at the time of promulgation shall be binding on the state agencies in accordance with the Administrative Procedures Act and on the contracting depositories.

The Recorder of State Documents shall forward the state publications received from the state agencies to the depository libraries as soon as feasible. Bibliographical and practical assistance to the depository libraries in maintaining, developing and classifying their collections shall be provided in accordance with the rules and regulations provided for in Section 4, paragraph 1.

The Recorder of State Documents shall continue the bibliographic record of Louisiana documents. The documents list shall be the official bibliography of state publications and shall be as comprehensive as possible. It shall not be limited to publications received from the originating agencies.

The list shall include appropriate order information and shall be published monthly and cumulated semiannually, annually, and quinquennially. The cumulations shall include comprehensive indexes.

The official list and other bibliographical and informational publications prepared to facilitate the use of state publications shall be distributed without charge to libraries in Louisiana at their request. The materials published by the Recorder may also be distributed to other interested parties on exchange or subscription.

The Recorder of State Documents may retain copies of all state publications as a working collection.

The Recorder of State Documents may make the state publications available to the depository libraries in microformat.

SECTION 5.

DEPOSITORY LIBRARIES

Two libraries, Louisiana State Library and Louisiana State University Library at Baton Rouge, shall by contract with the Recorder of State Documents be designated historical depositories. Other Louisiana libraries may request historical status. Historical depositories shall receive two (2) copies of all state publications and shall retain permanently at least one copy of each.

Other libraries, including those in state agencies, may contract with the Recorder of State Documents to become complete or selective depositories. They shall receive one (1) copy of state publications from each of the categories which they select and shall retain that copy in accordance with the rules and regulations provided for in Section 4, paragraph 1.

All libraries contracting to become depositories shall agree to make state publications accessible to the public, to render free service in their use, and to abide by the rules and regulations made by the Recorder of State Documents. Extended non-compliance with the contract provisions shall result in the loss of depository status.

The Library of Congress and Center for Research Libraries shall also be sent copies of state publications at the same time as copies are forwarded to the depositories. They shall receive one (1) copy of all state publications in the categories they select.

The Recorder may designate other Louisiana libraries, at their request, as limited depositories. They shall receive one (1) copy each of certain basic state publications.

Contracting depositories may also receive as second copies the state publications selected for the limited depositories.

LA:M1-5

SUGGESTED
REGULATIONS OF THE RECORDER OF STATE DOCUMENTS

I. These regulations are published pursuant to the Louisiana Documents Law.

II. Regulations binding on state agencies.

Each state agency shall furnish to the Recorder of State Documents, on a semiannual schedule, a list of all its publications as defined in Section 2 of the Louisiana Documents Law. The list should provide for each state publication the title, the author, if any, the date of publication, the number of pages, price and availability.

Each state agency shall make provision for the production of sufficient copies of each publication to insure proper distribution to depository libraries. Contracts for inter-governmental studies including state/federal, state/parish and state/local government shall provide for sufficient copies of published reports as well as other publications to insure proper distribution to depository libraries.

III. Regulations binding on the Recorder of State Documents.

The Recorder of State Documents shall see that each selective depository library has checked desired categories on the official selection list. This list should be kept up to date and new responses should be requested every two years.

State agencies shall be notified to provide the proper numbers of copies of state publications for distribution to depository libraries. Every effort shall be made to keep up an established liaison with state agencies in order to insure adequate numbers of copies of state publications are published.

The Recorder of State Documents will claim state publications from agencies regardless of the source of information about the state publication.

The Recorder of State Documents will assign Louisiana documents classification numbers to all state publications received from any source prior to distribution to depository libraries.

The Recorder of State Documents will forward on a regular basis, via the most economical means, shipments of state publications to depository libraries.

The Recorder of State Documents will provide sufficient bibliographic information on the monthly issues of the official bibliography, (the "shipping list") to enable: (1) depository libraries to check in the publications received, and (2) others to order any listed publications.

The semi-annual and other cumulations of the official bibliography shall be arranged by Louisiana documents classification number with approved author headings and shall be indexed, and should include bibliographic information on each item such as title, author, date of publication, collation, format, etc. Each issue should contain the Depository Law, list of depository libraries and list of state agencies which issued no publications during the covered time period.

The Recorder of State Documents shall publish from time to time an updated edition or revision of the state agency authority list.

The Recorder of State Documents shall coordinate and attempt to satisfy requests from depository libraries for additional copies of state publications.

The Recorder of State Documents shall serve as an information clearinghouse with and among depository libraries on matters of interest such as availability of microform publications, discarded state publications and other matters of common interest. Such information will be added to the end of the monthly list or made available in the most expedient manner.

The Recorder of State Documents will work with the LLA Documents Committee to establish procedures for the termination of depository library status upon proof of unsatisfactory performance.

The Recorder of State Documents will formulate procedure and plan for the operation of the working collection library of the office of the Recorder.

The Recorder of State Documents will formulate the contract to be signed by the contracting depository libraries.

The Recorder of State Documents will make periodic inspections of all depository libraries to determine that the regulations are geing carried out.

IV. Regulations binding on the depository libraries:

Any officially designated depository library shall agree to the following conditions, with the understanding that prolonged failure to comply with the provisions is sufficient grounds for cancellation of the contract and the removal of the privileges of the depository library status.

The depository libraries shall:

a. Accept at least the core publications category, available to the limited depositories. State publications need not be maintained in a separate collection but may be integrated with like materials of other types.

b. Process and shelve all state publications promptly upon receipt.

c. Claim publications selected but not received or replacements for defective copies. This procedure must be initiated within 30 days of receipt of the shipping list.

d. Provide space for placing publications in an orderly, systematic manner that makes them as accessible as any other materials in the library.

e. Keep a systematic, clear record of holdings of state publications.

f. Make depository publications available and provide reference service to the general public.

Retention requirements:

Historical depositories - retain one copy permanently.
Complete depositories - retain one copy for a minimum of six years.
Selective depositories - retain one copy for a minimum of six years.
Limited depositories - retain current edition only.

The following types of material can be disposed of by all depository libraries except historical depositories without written notice from the Recorder:

1. Acts, after bound volumes are received.
2. Pocket parts when new revisions are received.
3. Pages from looseleaf publications that are replaced by new pages.
4. Material which has an expiration date such as Civil Service examination announcements.
5. Any publication in which a later edition states therein that it supersedes all previous editions.

The depository library has the right to terminate its status and participation in the program by a letter from its director to the Recorder of State Documents. Instruction will be provided by the Recorder concerning the disposal of the state publications.

Documents remain the property of the state and cannot be disposed of, even after retention period expires, without the written permission of the Recorder. Upon request from the depository libraries, disposal instructions shall be provided by the Recorder, who will ascertain whether the items in question would be of any benefit to other depository libraries.

Microform may be substituted for paper copies at the discretion of the depository libraries. Copies replaced by individual libraries will be brought to the attention of the Recorder for possible redistribution. When a microform copy of state publications is issued by the Recorder of State Documents, the paper copies may be disposed of at the discretion of the depository library.

Depository libraries can make revisions of their selection at any time by letter to the Recorder.

LA:M1-6

GUIDELINES
ADOPTED BY THE
STATE AND LOCAL DOCUMENTS TASK FORCE

Minimum State Servicing of State Documents
State Documents Checklists
Inputting State Documents Into Data Bases
State Publications Depository Legislation
State Distribution Center Activities

August 25, 1980
State and Local Documents Task Force
Government Documents Round Table
American Library Association

GUIDELINES FOR MINIMUM STATE SERVICING OF STATE DOCUMENTS

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depository should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply will depend on the nature of the documents and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

4a. Such a list should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository, if and when one is created.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the appropriate state agency at least one professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.

> Approved by Government Documents Round Table, ASLA, RTSD, and the Interdivisional Committee on Public Documents, July 1974. Approved by RASD, ALA Executive Board and ALA Council, January 1975.

GUIDELINES FOR STATE DOCUMENTS CHECKLISTS

WHEREAS, the ALA has adopted "Guidelines for Minimum Servicing of State Documents" which states: (4) The appropriate state agency should compile and distribute a checklist and/or shipping list of its publications. Such a list should appear at least quarterly; and

WHEREAS, the Library of Congress Monthly Checklist of State Publications is selective and does not purport to be a comprehensive state bibliographic tool; and

WHEREAS, checklists of state publications are necessary for bibliographic control; now, therefore be it

RESOLVED that each state must assume primary responsibility for bibliographic control of its own publications in order to provide access to state documents, and, be it further

RESOLVED that Guideline for checklists of state publications are hereby promulgated.

1. Legality. A checklist of state documents should be required statutorily.

2. Scope. This official state document checklist should provide the most complete listing of the state's documents as is possible.

3. Format. The checklist publication should follow the American National Standards Institute, Inc. American National Standard for Periodicals: Format and Arrangement. 1967 (11 p.) (ANSI Z39.1-1967).

4. Frequency.
   A. The checklist should be published at least quarterly (ALA Guidelines for Minimum Servicing of State Documents, 4a)
   B. A cumulative index should appear at least annually.

5. Distribution. Adequate in-state and appropriate out-of-state distribution should be provided.

6. Preparation. Preparation of the checklist should be by, or supervised by, professional library personnel.

7. Checklist Content.
   - A. Full statement of the scope of the checklist:
     - 1. Policy statement developed by the responsible agency.
       - a. Agencies & types of publications excluded from the list.
       - b. Period covered (publication date or receipt date of publications listed)
       - c. Inclusion policy for "older" publications.
       - d. Treatment of periodicals (listed each issue, semi-annual, annual, etc.)
   - B. Information on how to obtain copies of listed publications.
   - C. Cross-references.

8. Bibliographical Content of Entries.
   - A. Issuing agency
   - B. Full title
   - C. Author(s)
   - D. Holding statement for each edition
   - E. Imprint (including copyright if applicable)
   - F. Collation
   - G. Series
   - H. Price
   - I. Restrictions on distribution and availability
   - J. Other identificable information such as ISSN, ISBN and other stock numbers

9. Mailing Addresses. Mailing address of agency should appear either as an adjunct to the entry, at the end of the checklist, or as a reference to a separate publication.

10. Mailing Lists. Prior to updating the mailing list notification should appear in the checklist to alert recipients.

11. New Agencies. When the first publication of a new agency is listed, the legal authority for the agency's creation and a brief history should be included.

Approved by State Documents Task Force, Feb. 1, 1977; approved by Government Documents Round Table, June 21, 1977; approved by Association of State Library Agencies, June 24, 1978; approved by Reference and Adult Services Division, June 26, 1978; approved by Library and Information Technology Association, June 26, 1978. Amended by State and Local Documents Task Force, June 26, 1979.

GUIDELINES FOR INPUTTING STATE DOCUMENTS INTO DATA BASES

The purpose of this document is to establish policies for the creation of state bibliographic records which are compatible with the developing national bibliographic networks.

1. To insure quality control, a single institution within each state should have sole responsibility for coordinating input of state documents into the data bases (e.g., OCLC, RLIN, WASHINGTON, etc.). State documents should be considered as any information produced by or for a state agency in any format (Guidelines for State Documents Checklists, Checklist Commentary, p. 1, in DttP, volume 5, no. 2, March 1977, p. 68.). State supported college and university publications will be considered as state publications with the exception of copyrighted university press publications. Cataloging role assignments may be made in selected areas.

2. The institutions will input full original cataloging in MARC format, according to the latest edition of AACR.

3. The coordinating institution should compile, publish and maintain an authority file of state agencies citing the name of the agency as it is to be used for cataloging.
   A. The authority file should be based on the latest edition of AACR.
   B. A history of each agency, its position in the government structure and any necessary cross references should be included in the authority file.

Approved by Government Documents Round Table, January 26, 1978; approved by Association of State Library Agencies, June 24, 1978; approved by Reference and Adult Services Division, June 26, 1978; approved by Library and Information Technology Association, June 26, 1978. Amended by State and Local Documents Task Force, June 26, 1979.

GUIDELINES FOR STATE PUBLICATIONS DEPOSITORY LEGISLATION

WHEREAS, The ALA has adopted "Guidelines for Minimum Servicing of State Documents" and

WHEREAS, each state must assume primary responsibility for acquiring, distributing and bibliographic control of its own publications in order to provide access to state documents, and, be it further

RESOLVED, that Guidelines for state publications depository legislation are hereby promulgated.

State publications depository legislation should provide for:

1. Definitions of a "state agency" and "state publication." The definitions in Guidelines for State Documents Checklists, Checklist Commentary (DttP, v. 5, no. 2, March 1977, p. 68) should be followed.

2. A specific administering agency designated by law to carry out depository legislation. Authorization to the administering agency to adopt rules and regulations.

3. A requirement that state agencies must supply sufficient copies of all their publications to meet distribution requirements.

4. Authorization for the administering agency to use micrographics or other means of reproduction to meet the needs of depository distribution.

5. Systematic and automatic distribution of state publications from the administering agency.

6. Distribution to a system of designated depository libraries - to insure easy availability to the public. Such a system should include full and partial depository libraries. Distribution should include the Center for Research Libraries and the Library of Congress.

7. A provision for the maintenance of a complete, permanent historical collection.

8. Bibliographic control of state publications compatible with national developments and preparation of a checklist in accordance with Guidelines for State Documents Checklists (DttP, v. 5, no. 2, March 1977, p. 68.)

Approved by State and Local Documents Task Force, January 22, 1980; approved by Government Documents Round Table, July 2, 1980.

GUIDELINES FOR STATE DISTRIBUTION CENTER ACTIVITIES

These Guidelines supplement and expand the Guidelines on servicing, checklists, data bases, and legislation already adopted by S&LDTF. Items relating to the distribution centers which are outlined in the existing Guidelines are not repeated, e. g., the duty to issue a checklist, to provide for out-of-state libraries, etc.

The state distribution center should:

1. Coordinate state agency efforts to comply with the law, and educate and advise state agencies on library and user needs through training sessions, manuals and brochures, and personal contacts.

2. Follow an intensive, systematic program of document identification and acquisition and encourage libraries throughout the state to assist in identifying documents to be acquired.

3. Encourage the acceptance of depository library responsibilities in all appropriate areas of the state.

4. Prepare and promulgate standards for depository libraries.

5. Send documents promptly to the depository libraries, with shipments at least once a month.

6. Prepare a shipping list for the depository library packages.

7. Make available to the depository libraries a manual containing legal and administrative documents related to the depository program and recommendations on the handling of documents in various kinds of libraries.

8. Insure through provision of variant formats and through appropriate duplication processes that sufficient copies of publications are available to meet the needs of the depository system.

9. Consider the establishment of a microform program by the distribution center to satisfy the storage needs of depository libraries.

10. Maintain records on the distribution to the depository lbiraries.

11. Visit and inspect depository libraries on a regular basis.

12. Hold workshops and training sessions for depository librarians.

13. If state has a statewide classification scheme, maintain the scheme, supplying new numbers as required.

14. Prepare and distribute a current list of state agencies with addresses, telephone numbers, contact persons, etc.

15. Prepare brochures, posters, news releases, radio spots and other publicity that can be used throughout the state.

16. Promote state documents as reference and information sources through annotated bibliographies, workshops, etc. for depository and non-depository libraries.

17. Administer an exchange program or a warehouse for duplicates and encourage state agencies to list or deposit their surplus publications with the program.

18. Consider establishing a depository library council with a representative from each depository library.

19. Consider establishing an advisory board with membership from publishing agencies, the legislature, the budget office, depository and other libraries.

> Approved by State and Local Documents Task Force, July 1, 1980; approved by Government Documents Round Table, July 2, 1980.

PROPOSED LIST
CORE COLLECTION
BASIC LOUISIANA STATE PUBLICATIONS

LOUISIANA FAIRS AND FESTIVALS A 660.9:yr
Department of Agriculture
P. O. Box 44365
Baton Rouge, LA 70804 annual, free

LOUISIANA DIRECTORY OF MANUFACTURERS 1980 C 1.9:yr
Department of Commerce
Office of Commerce & Industry
P. O. Box 44185
Baton Rouge, LA 70804 $20.00

LOUISIANA CONSERVATIONIST CoW 1.7:yr/mo
Department of Wildlife & Fisheries
400 Royal Street
New Orleans, LA 70130 free

LOUISIANA SCHOOL DIRECTORY E 1.9:yr
Department of Education
P. O. Box 44064
Baton Rouge, LA 70804 annual, free to La. residents

DIRECTORY OF POSTSECONDARY OCCUPATIONAL EDUCATIONAL OPPORTUNITIES IN LOUISIANA. 2nd edition 1980 E 400.9:Oc/yr
Louisiana Board of Regents
Suite 1530
1 American Place
Baton Rouge, LA 70825 free

STATISTICAL ABSTRACT OF LOUISIANA 1981 EL 500.2: St 1/yr
University of New Orleans
Division of Business and Economic Research
College of Business Administration
Lakefront
New Orleans, LA 70122 $7.50

RESOURCE DIRECTORY FOR WOMEN 1979 G 10.9/2:yr
Department of Health and Human Resources
Bureau for Women
530 Lakeland Drive
Baton Rouge, LA 70802 free

LOUISIANA REGISTER Go 50.7: v/#
Governor's Office
Department of the State Register
P. O. Box 44095
Baton Rouge, LA 70804 $45.00, monthly

EXECUTIVE BUDGET Governor's Office P. O. Box 44004 Baton Rouge, La 70804 annual	Go 110.6/1:yr
PUBLIC DOCUMENTS Recorder of Documents Louisiana State Library P. O. Box 131 Baton Rouge, LA 70821 semi-annual, free	Li 1.10:PD yr/#
RESUME OF ACTS, RESOLUTIONS & VETOED BILLS Louisiana Legislative Council P. O. Box 44012 Baton Rouge, LA 70804 annual, $5.00	LL 1.8a:yr/reg or ex
LOUISIANA, STATE OF THE STATE Office of State Planning P. O. Box 44426 Baton Rouge, LA 70804 annual, $5.00	LR 100.1/3:yr
OFFICIAL MAP OF LOUISIANA 1980 Department of Transportation and Development Office of Public Works free	PW 1.8m:yr
DIRECTORY OF LOUISIANA CITIES, TOWNS & VILLAGES 1981 Department of Transportation and Development Office of Public Works P. O. Box 44155 Baton Rouge, LA 70804 free	PW 1.9:yr
TAX GUIDE (Digest of tax laws and license requirements) 1980/81 Department of Revenue and Taxation P. O. Box 201 Baton Rouge, LA 70821	R 1.5:Ta 1/yr
GENERAL & PRIMARY ELECTION RETURNS as published Secretary of State	S 1.6/1:yr
ELECTION INFORMATION Secretary of State	S 1.6/2:yr
LOUISIANA ROSTER OF OFFICIALS with supplements Secretary of State Biennial	S 1.9:yr
LOUISIANA CONSTITUTION Secretary of State P. O. Box 44125 Baton Rouge, LA 70804	S 5.1:yr
LEGISLATIVE CALENDAR State Legislature State Capitol Baton Rouge, LA 70804	Y 1.7c:yr
ANNUAL REPORTS as issued	

KS

H. Manuals

M. Studies, surveys and workshops

KS H 11

STATE DOCUMENTS OF KANSAS

Handbook

KANSAS STATE LIBRARY
TOPEKA

Revised, July, 1980

341

PREFACE

This manual is an attempt to bring together useful information that explains state publications and the use and management of the depository program. Its purpose is to assist depository libraries in the acquisition and use of state publications. It makes no claim to being exhaustive nor has it any intention of being mandatory.

Depository libraries should address inquiries concerning depository matters to:

State Documents Department
State Library of Kansas
3rd Floor, State Capitol
Topeka, Kansas 66612

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I. LEGAL AUTHORITY

Prior to the 1976 revision of the Kansas Documents law, Kansas state documents were distributed only to six state supported colleges and universities, the Kansas State Library and the Kansas State Historical Society. This legislation made no provision for distribution to public libraries or for the publication of a state documents catalog. In 1972, Ron Haselhuhn, associate professor at the School of Library Science, Emporia State University, presented the first draft of proposed legislation. The law was passed in 1976 with rules and regulations accepted in October of that year. The law provides for the establishment of state depository libraries and for the publication of an official list of state publications. The law provides that the State Library will implement and maintain the depository system.

1. Depository Libraries

K.S.A. 75-2567 (b) provides that the Kansas State Library may designate as a depository library any Kansas resource library, regional public library, libraries in institutions of higher education or other libraries. The above statute also provides that the State Library may designate two categories of depository libraries: complete depository libraries, and selective depository libraries.

Complete depository libraries receive, through State Library distribution, one copy of all publications, when sufficient copies are available for distribution.

Select depositories receive, through State Library distribution, only those publications which they have preselected.

A library may become a depository library by meeting the qualifications provided in K.S.A. 75-2567 (b) and by contracting with the Kansas State Library to meet standards established by the State Librarian. See Appendix I for sample contracts.

Standards for depository libraries have been established in K.S.A. 75-2567 (b), K.A.R. 54-2-4, and in the contract between the State Library and the depository library. The standards generally provide that the depository library will provide adequate facilities for the storage of publications, that the depository library will render reasonable service without charge to qualified patrons, that the depository library will provide a professionally trained librarian to render such service, and that the depository library will process and shelve all publications within 30 days after receipt of the material. The contract provides that the depository library will permit the State Library, at any reasonable time to inspect the facilities provided by the library for the storage and use of all publications distributed to it under the agreement of the contract, and will supply any information which may be requested by the

State Library. In the case of selective depositories, the contract provides for a minimum percentage of publications that must be selected by the depository. See Appendix II for List of Depository Libraries.

2. Acquisition of State Documents

The following statutes form the legal basis upon which the State Library acquires copies of agency publications to enter into its collection and to distribute to depository libraries.

K.S.A. 75-2566 provides that the State Library will collect and distribute the publications of the State government of Kansas.

K.S.A. 75-1023 provides that the Department of Administration, Division of Printing, will forward to the State Library thirty-five copies of any State government publication printed by the Division.

K.S.A. 75-3048b provides that the Department of Administration, Division of Central Duplication, will forward to the State Library two copies of each publication that the Division prints or reproduces in more than fifty copies.

K.S.A. 75-3048c provides that any state agency forward to the State Library two copies of each publication it prints or reproduces in more than fifty copies (which are not printed or reproduced by the Division of Printing or the Division of Central Duplicating).

K.S.A. 75-2566 (b) provides that any state agency shall deposit with the State Library copies of any publication issued by the state agency in such quantities as shall be specified by the State Library.

II. POWERS AND DUTIES OF THE STATE LIBRARY

It is the role of the State Documents Department to:

* acquire state documents
* catalog and input them onto OCLC
* produce the State Documents of Kansas Catalog
* distribute the documents to depository libraries
* maintain the definitive collection of Kansas State Documents

1. Acquisition

Copies of publications forwarded by the Division of Printing are sorted on receipt into bins provided for the depository libraries: One copy in the bin for each depository library and two copies designated for the State Library. All remaining copies are usually returned to the issuing agency. The two copies designated for the State Library are then channeled into the cataloging process.

The two copies of those agency publications forwarded to the State Library from the Division of Central Duplicating, and those forwarded directly from the State agencies, are routed into the cataloging process for preliminary cataloging and then put on a temporary hold status until the agency can be contacted concerning the supply of additional copies for distribution to depository libraries. Once additional copies have been secured, or it is determined that no additional copies will be supplied, cataloging is completed.

Because sufficient copies of publications may not always be available for distribution, the State Library has established the following priorities for the distribution to depositories:

> Priority I. One (1) copy. A single copy of a publication will be cataloged and listed in the State Documents of Kansas Catalog and retained permanently in the State Library collection.
>
> Priority II. Two (2) copies. One copy will be retained permanently in the State Library collection. The second copy will be added to the collection as the circulating and Kansas Information Circuit (ILL) copy.
>
> Priority III. Three (3) copies to five (5) copies. Copies one and two will follow the above procedure. Copy three (3) will be sent to the State Historical Society. Copy four (4) will be forwarded to the Center for Research Libraries. Copy five (5) will be forwarded to the Library of Congress. If sufficient copies are available for general distribution, two (2) copies will be forwarded to the Library of Congress.
>
> Priority IV. When sufficient copies are available (more than 5), one copy will be forwarded to all the depository libraries.

The above list of priorities has been established on the philosophy that the State Library has both a state and national obligation to assure access to publications of the State Government. Therefore, this system will supply one copy of each publication to national libraries after first retaining one copy of each to be held permanently at both the State Library and the State Historical Society. Only after this initial obligation has been met will additional copies be supplied to depository libraries within the State of Kansas.

2. Dissemination of Cataloging Data

Cataloging of agency publications is performed solely by the State Library's State Documents staff. Complete bibliographic information for each publication is supplied in accordance to AACR I, 19th Edition of Dewey, Cutter-Sanborn Tables, and LC subject Headings. In addition to full descriptive cataloging, the record contains a statement concerning depository availability. The record also includes a recommended Kansas Document classification number, and Dewey Decimal classification number for each publication. A short abstract is supplied. Serials are cataloged by successive entry.

State Documents are cataloged on OCLC at Level I. The State Library has, when possible, refrained from using local OCLC fields, thereby reserving those fields for local library use. OCLC archival tapes are mailed to the State Library monthly. These tapes are processed on the state's IBM 370-155 computer to produce the *State Documents of Kansas Catalog* and monthly shipping lists using ANSI/COBOL programs. These programs are available at a reasonable cost to other states.

A state agency authority file is currently being produced. The official classification scheme, *State Documents of Kansas List of Classes*, revised July, 1980, is available upon request.

3. Current Checklist

The State Documents of Kansas Catalog (v.1, 1977 -   ) is the official state documents checklist. It succeeded the *Checklist of Official Publications of the State of Kansas* (v.1, no. 1, May, 1953 - v. 13, no. 4, December, 1976). The *State Documents of Kansas Catalog* is a quarterly publication of the State Library of Kansas. The *Catalog* includes indexes which cumulate over each year, so the final index to each volume will be an index to that entire volume. As supplements, a list of government authors, and a cumulative serials list are published annually.

The document entries are arranged first by the issuing agency. Only the parent body name is used; subordinate divisions of a parent body are grouped with the parent body. Within each of these parent body groups, the entries are arranged by main entry. The main entry is determined by cataloging rules; sometimes it is the issuing agency, sometimes the title, and sometimes a personal author.

Serial publications issued more often than twice a year appear in the catalog only one time when they are first cataloged. They will, however, appear in each annual cumulative serials list. Serial publications issued twice a year or less (usually annual reports, agency programs, directories, etc.) also appear in the annual list bur a new entry will appear in the quarterly catalog each time a new issue is received. The new entry will give the date of the current issue and the Kansas Document classification number of the original entry.

The index portion of the Catalog is divided into three parts: an author keyword index, a title keyword index, and a subject heading index.

The author keyword (KWOC) index can be used to find documents issued by subordinate units of agencies when only the subordinate unit name is known. Significant words that occur anywhere in the full agency name including the words from both the parent body name and the subordinate unit name(s) are included.

The title keyword (KWOC) index can be used to find documents by their titles. Significant words that occur anywhere in the title are included in the index. Since the title of a document often indicates its subject matter, this index enhances the subject index.

The subject heading index provides further subject access to the documents by listing all the Library of Congress subject headings assigned to the documents by the catalogers.

All three indexes refer to the documents by the Kansas documents number. This is a unique number assigned to each document. The two numbers after the letters "KD" (Kansas Document) indicate the last two digits of the current year. The four numbers after the hyphen are an accession number. The documents described in each volume of the catalog are sequenced by this number, making them easy to find using the indexes.

4. Distribution of Documents to Depositories

In addition to the State Documents of Kansas Catalog, the computer programs also generate a shipping list from the monthly OCLC tapes.

The shipping list includes an entry for each new agency publication to be distributed to depository libraries. The shipping list will not include an entry for periodicals; those are added manually. The shipping list and publications are then boxed and sent to each depository. (See Appendix III for sample shipping list.)

5. Kansas State Documents Collection

The State Library maintains for the state the definitive official collection of Kansas State Documents.

III. GUIDELINES FOR DEPOSITORY LIBRARIES

There are a number of informal guidelines for depositories.

1. Acquisition and Receiving

With each depository shipment from the State Library will be a shipping list. This list will include for each document title,-Kansas Documents classification number, OCLC number, and recommended Dewey classification number. It is recommened that all documents be stamped with the word "Depository" and the name of the depository library. Each depository library should maintain an acquisition record. The essential information should include Kansas Document classification number and Dewey classification number, title of document, author of document, frequency of publication, and shelving number if not indicated by call number.

An example of an acquisition record, or "check-in file" is below:

Kan. Kansas Department of Administration AD3.1 : yr.
336 Division of Accounts and Reports.
F491
yr.

Kansas annual financial report.

1950/51 1960/61 1970/71✓ etc.

Claiming should be done promptly. The State Documents Department has supplied a simple self-addressed claim form. The depository documents librarian should complete the claim form giving all information shown on the shipping list which is pertinent to the document not received.

Library Address

Gentlemen:

We have not received ______________________________
____

which we receive as a depository library.

We shall appreciate your applying these numbers to complete our files.

Shipping list # ____________

Date ____________________

Documents Librarian

The State Documents Department is to be notified immediately in case of shipment being lost or damaged in the mail. Any loss of, or damage to, documents occurring after receipt of depository shipment is not the responsibility of the State Library.

Additional copies of any state document can be obtained by direct request to the issuing agency. A list of issuing agencies may be found in the State Documents of Kansas Catalog supplement, List of Government Authors.

2. Classification

Each library should determine the classification scheme to be used for state documents. Libraries keeping all documents in a separate collection could utilize the Kansas Documents classification and simply record the call number on each item as given in the State Documents of Kansas Catalog. Other libraries that wish to have documents interfiled with other library material may use the same classification system as they use for books and periodicals, that is, Library of Congress, or the recommended Dewey classification number found in the Catalog.

There are advantages as well as disadvantages to each type of treatment. Advantages of interfiling documents with the general collection include probable higher use by the general public and reference staff, a savings in time in locating documents by the subject approach, and less expertise in using documents necessary. Disadvantages include the expense of cataloging, and the shelving problem inherent in unbound materials among books. Complete integration is recommended, however, for non-depositories.

Advantages of shelving documents as a separate collection include the following: A specially trained staff member can render expert service to the public, printed indexes and bibliographies may be used extensively by skilled staff, simple records may be used in lieu of expensive complete cataloging, and shelving may be less cumbersome, especially with the extensive use of pamphlet boxes. The disadvantages to this arrangement include the division between government and non-government publications in similar subject areas, the expense of specially trained documents librarians for small libraries, patron confusion between document and non-document materials and referral from one section to another in the library, and less than satisfactory library service if the special documents collection cannot be staffed at all times the library is open. A partial integration of documents with other library materials may be satisfactory in some libraries. Regardless of the way a library chooses to class documents, records should be maintained so that the library staff and patrons are able to locate material in the collection.

It is recommended that the Kansas Documents Classification number be used in all cases that a separate collection of documents is implemented.

The basis of this suggested classification is the grouping together of the publications of any state author - the various departments, bureaus, agencies, etc., being considered the authors. In the grouping, subordinate bureaus and divisions are grouped with the parent organization.

The Kansas Documents classification system was developed from the GPO model of federal documents and is designed to group together the publications of a particular state author, and the grouping together of subordinate divisions within that department, the parent organization. The classification number is made up of several units. The first part consists of letters which designate agency (up to 3 alpha positions). The letters are based on keywords in the name of the agency. Subordinate groupings are designated in the second part of the classification number by numbers (2 slpha positions). The number "1" is used for the parent organization, that is, its secretary's or administrator's office. Beginning with the number "2" and continuing, numbers are used in numerical order to designate the various subordinate offices of the parent body with new offices given the next highest number. Following this segment of the classification number is a period. After the period is another number (up to 2 alpha positions) which designates what format the document is in. Any additional series not falling into any of the ten categories outlined below is given the next highest number not already assigned. Following this number is a colon. After the colon is the area designating the unique, individual piece in hand. This could be a year number, a cutter number, a single number, or a volume and issue number.

up to three letters
key words in name of agency
AD

up to two numbers
parent/subordinate designation
AD3

period
AD3.

format of document

AD3.1

01 annual - biennial reports
02 miscellaneous publications
03 bulletins
04 circulars
05 laws
06 rules and regulations
07 releases
08 handbooks, manuals, guides
09 periodicals
10 periodicals

colon

AD3.1 :

piece-in-hand designation

AD3.1 : 1978

which means...

Kansas. Department of Administration.
Division of Accounts and Reports.
Annual report for 1978.

Cataloging information will be available through various sources as follows:

a) OCLC access through the OCLC number available on the shipping list and from citations in the State Documents of Kansas Catalog.

b) Bibliographic citations will be included in the State Union Catalog.

c) Complete citations are listed in the State Documents of Kansas Catalog.

The State Documents of Kansas Catalog may be used as a holding list by those libraries not wishing to produce catalog cards for each document, by noting call number, if other than Kansas Document classification number, or by simply noting possession of that document.

3. Lending Policy

Each library is free to circulate state publications to its patrons depending upon its policies for lending other materials. The basic policy underlying the depository system as stated in the depository library contract is to ". . . render satisfactory service without charge to qualified patrons in the use of such publications."

4. Weeding

K.S.A. 1976 Supp. 75-2567 (b) provides that complete depository libraries will maintain their collections of state agency publications indefinitely, subject to disposal upon approval by the State Librarian. However, because both the State Library and the State Historical Society maintain permanent collections of state agency publications, it is felt that depository libraries need not act as archival collections. Therefore, superseded publications, and editions of publications that have subsequently been revised, and hard copy of publications for which microform copy has been secured may be disposed of at the discretion of the individual depository. The disposal of all other publications must be approved by the State Librarian.

5. Interlibrary Loan

It is the responsibility of the individual depository to loan state agency publications within a system of cooperating libraries. It is recommended that in the case of two depository libraries within the same system those libraries work out an arrangement to share the responsibility for interlibrary loan. Decisions concerning specific procedures concerning interlibrary loan within a system should be made by the individual depository and the system. Loan requests outside of a system of cooperating libraries should be forwarded directly to the State Library.

APPENDICES

Appendix I

CONTRACT #1

THIS AGREEMENT, made and entered into this ________ day of __________, 19____, at Topeka, Kansas, by and between the Kansas State Library and ______________________________________, an agency authorized to contract on behalf of ____.
(Name of Library

WHEREAS, K.S.A. 75-2568, authorized the State Library to contract with libraries seeking to be designated as select depositories.

NOW THEREFORE, ____, hereby requests
(Name of Library)
designation as a select depository and asks to be placed on the mailing list for publications requested by said library and distributed by the State Library.

In consideration of the distribution to ________________________________
(Name of Library)
of state publications as aforesaid library agrees throughout the term of this agreement to:

(1) Provide shelf space to house the collection in an approved manner with adequate provisions for expansion.

(2) Process and shelve all state publications within 30 days after receipt of the material.

(3) Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications.

(4) Dispose of publications only upon approval by the State Librarian.

(5) Permit the State Library to, at any reasonable time, inspect the facilities provided by the library for the storage and use of all state publications distributed to it under this

agreement and that it will promptly apply any information which may be requested by the State Library in connection with the storage and use of such publications.

(6) Select at least 20% of all available item numbers.

This agreement may be terminated or amended by mutual consent in writing by both parties.

Publications received by ______________________________ remain
(Name of Library)

the property of the state of Kansas and upon termination of this contract the State Library will issue disposal instructions.

IN WITNESS WHEREOF, the parties have here unto set their hands the day and year first above written.

Kansas State Library
Director

By ______________________________

______________________________ Library

By ______________________________

CONTRACT #2

THIS AGREEMENT, made and entered into this ______ day of ________________, 19____. at Topeka, Kansas, by and between the Kansas State Library and ____, an agency authorized to contract on behalf of ____.
(Name of Library)

WHEREAS, as K.S.A. __________, authorized the State Library to establish a depository system.

WHEREAS, as K.S.A. __________, authorizes the State Library to contract with libraries seeking to be designated as complete depositories.

NOW, THEREFORE, ____, hereby requests
(Name of Library)
designation as a complete depository and asks to be placed on the mailing list for all publications distributed by the State Library.

In consideration of the distribution to ______________________________
(Name of Library)
of state publications as aforesaid library agrees throughout the term of this agreement to:

(1) Provide shelf space to house collection in an approved manner with adequate provisions for expansion.
(2) Process and shelve all state publications within 30 days after receipt of the material.
(3) Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications.
(4) Dispose of publications only upon approval by the state librarian.
(5) Permit the state library to, at any reasonable time, inspect the facilities provided by the library for the storage and use of all state publications distributed to it under this agreement and that it will promptly apply any information which may be requested by the state library in connection with the storage and use of such publications.

This agreement may be terminated or amended by mutual consent in writing by both parties.

Publications received by ____________________________________ remain the
(Name of Library)
property of the state of Kansas and upon termination of this contract the state library will issue disposal instructions.

IN WITNESS WHEREOF, the parties have here unto set their hands the day and year first above written.

Kansas State Library
Director

By ____________________________

______________________________ Library

By ____________________________

Appendix II

STATE DOCUMENTS OF KANSAS DEPOSITORY LIBRARIES

The Library of Congress
State Documents Section
Exchange and Gift Division
10 First Street SE.
Washington, D.C. 20540

Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

Library
Kansas State Historical Society
120 West 10th Street
Topeka, Kansas 66612

Government Documents Department
William Allen White Library
Emporia State University
Emporia, Kansas 66801

Government Documents Department
Forsyth Library
Fort Hays State University
Hays, Kansas 67601

Kansas Collection
University of Kansas Libraries
Lawrence, Kansas 66045

Serials Receiving Unit
Farrell Library
Kansas State University
Manhattan, Kansas 66506

Government Documents Department
Pittsburg State University Library
Pittsburg, Kansas 66762

State Documents of Kansas Depository
Mabee Library
Washburn University of Topeka
1700 University
Topeka, Kansas 66621

State Documents of Kansas Depository
Ablah Library
Wichita State University
Wichita, Kansas 67208

State Documents of Kansas Depository
Dodge City Public Library
606 First Avenue
Dodge City, Kansas 67801

State Documents of Kansas Depository
Great Bend Public Library
1409 Williams Street
Great Bend, Kansas 67530

State Documents of Kansas Depository
Hutchinson Public Library
901 North Main
Hutchinson, Kansas 67501

State Documents of Kansas Depository
Iola Free Public Library
218 East Madison
Iola, Kansas 66749

State Documents of Kansas Depository
Kansas City Kansas Public Library
625 Minnesota Avenue
Kansas City, Kansas 66101

State Documents of Kansas Depository
Lawrence Public Library
707 Vermont Street
Lawrence, Kansas 66044

State Documents of Kansas Depository
Manhattan Public Library
Juliette and Poyntz
Manhattan, Kansas 66502

State Documents of Kansas Depository
Norton Public Library
408 North Norton
Norton, Kansas 67654

State Documents of Kansas Depository
Salina Public Library
301 West Elm
Salina, Kansas 67401

State Documents of Kansas Depository
Johnson County Public Library
8700 West 63rd Street
Post Office Box 2901
Shawnee Mission, Kansas 66201

State Documents of Kansas Depository
Topeka Public Library
1515 West 10th Street
Topeka, Kansas 66604

State Documents of Kansas Depository
Wichita Public Library
223 South Main
Wichita, Kansas 67202

Appendix III

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790712
LIST TWENTY-NINE

A21.11 : 1979
     PREMIUM LIST OF THE 4-H DEPARTMENT; KANSAS STATE FAIR,
     HUTCHINSON.
     OCLC 3136733     630 P925 1979

C851.50 : YR.
     KANSAS TRAVEL GUIDE.
     OCLC 5033757     917.81 T779 YR.

E46.18 : NO. 500
     RAISING DUCKS / _M.E. JACKSON'.
     OCLC 5053520     636.597 R159

E46.18 : NO. 501
     RAISING GEESE / _M.E. JACKSON'.
     OCLC 5123122     636.598 R159

E46.4 : NO. 377 REV.
     WHY A WILL? / _ELINOR A. ANDERSON'.
     OCLC 5053637     347.65 W629

E46.4 : NO. 445 REV.
     A GUIDE FOR EXECUTORS AND ADMINISTRATORS / _ELINOR A.
     ANDERSON'.
     OCLC 5053361     347.65 G946

E46.4 : NO. 529
     WHEAT PRODUCTION HANDBOOK.
     OCLC 5053582     633.11 W556
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Sample of Partial Shipping List

11/[illegible] 80
KS:M

STATE DOCUMENTS OF KANSAS
LIST OF CLASSES

Revised July, 1980

STATE LIBRARY OF KANSAS
Third Floor, State Capitol, Topeka, Kansas 66612

STATE DOCUMENTS OF KANSAS
LIST OF CLASSES

Revised July, 1980

STATE LIBRARY OF KANSAS
Third Floor, State Capitol, Topeka, Kansas 66612

* *

STATE BOARD OF AGRICULTURE

A1.	Secretary of Agriculture	
A1.1		Kansas agriculture: annual report with farm facts.
A1.9		Population of Kansas as reported by county appraisers.
A1.10		Kansas population: cities, counties, townships.
A1.11		Kansas wheat quality.
A2.		
A3.	Control Division	
A4.	Dairy Division	
A5.	Entomological Division	
A5.11		Kansas certified nurseries and plant growers.
A6.	Marketing Division	
A7.	Meat and Poultry Inspection Division	
A8.	Weed and Pesticide Division	
A9.	Statistical Division	
A10.	Water Resources Division	
A11.	Weights and Measures Division	

A21.	Kansas State Fair	
A21.11		Premium list of the 4-H Department.
A21.21		Premium book of the 4-H Department.
A31.	Kansas State Grain Inspection Department	
A32.	Grain Advisory Commission	
A35.	Kansas Wheat Commission	
A35.1		Annual report to the Governor.
A50.	Kansas Animal Health Department	
A50.11		Annual report of public livestock markets in Kansas.
A50.19		Kansas feed lots.
A53.	Brand Division	
A55.	Animal Health Board	
A60.	Milk Advisory Committee	
A70.	Kansas Crop and Livestock Reporting Service	

DEPARTMENT OF ADMINISTRATION

AD1.	Secretary of Administration	
AD1.2		Miscellaneous Publications
AD2.	Architectural Services Division	
AD2.2		Miscellaneous Publications
AD3.	Division of Accounts and Reports	
AD3.1		Kansas annual financial report.
AD3.9		Monthly financial report.
AD3.10		Kansas municipal accountants bulletin.
AD3.11		Annual report of the Old Age, Survivors' Disability Health Insurance Program.
AD4.	Division of Purchases	
AD5.	Division of Budget	

AD5.11		Governor's budget report.
AD5.21		Comparison of the Governor's budget report for fiscal year with expenditures authorized by the Legislature.
AD6.	Division of Personnel Services	
AD6.5		Laws.
AD6.11		Civil service salary ranges.
AD7.	Division of Computer Services	
AD8.	Computer Services Board	
AD9.	Division of Printing	
AD10.	Printing Advisory Board	
AD10.2		Miscellaneous Publications.
AD11.	Division of Planning and Research	
AD11.11		Annual economic report of the Governor.
AD11.14		Policy analysis series.
AD15.	Capitol Area Plaza Authority	
AD20.	Civil Service Board	
AD40.	Telecommunications Services	
AD45.	Telecommunications Advisory Committee	
AD50.	State Records Board	
AD60.	Advisory Committee on Statewide Building Code	
AD70.	Equal Employment Opportunity Office	
AD70.2		Miscellaneous Publications.
AD80.	Advisory Committee on Deferred Compensation	
AD90.	Pooled Money Investment Board	

ADJUTANT GENERAL'S DEPARTMENT

AG1.6	General Orders.
AG2.	Military Division
AG3.	Military Advisory Board, Kansas
AG4.	Division of Emergency Preparedness
AG4.2	Miscellaneous Publications.
AG4.8	Handbooks, Manuals, Guides.
AG10.	Military Disability Board
AG11.	Armory Board, Kansas

DEPARTMENT ON AGING

AGI1.10	State plan on aging.

COMMERCE AND BUSINESS

CB1.	Banking Department, State Bank Commissioner
CB2.	State Banking Board
CB3.	Savings and Loan Department
CB3.2	Annual report.
CB10.	State Corporation Commission
CB10.1	Report.
CB10.9	Notice pertaining to all hearings.
CB13.	Transportation Division
CB13.9	Weekly bulletin relating to railroad...
CB14.	Utilities Division
CB15.	Securities Division

CB16.	Conservation Division
CB16.9	Kansas table "B" oil report.
CB16.10	Kansas plugging report.
CB16.19	Notice of intention to drill.
CB31.	Department of Credit Unions
CB32.	Credit Union Council
CB51.	Department of Economic Development
CB51.2	Miscellaneous publications.
CB51.9	Kansas!
CB51.10	Report.
CB51.41	Directory of Kansas manufacturers and products.
CB51.150	Housing Division
CB51.200	Travel and Tourism Division
CB61.	State Insurance Department
CB61.1	Annual report.
CB61.8	Handbooks, manuals, guides.
CB61.11	Directory of insurance companies.
CB81.	Consumer Credit Commissioner
CB81.1	Annual report.

COMMISSION ON CIVIL RIGHTS

CR1.	Executive Director
CR1.1	Report of progress.
CR1.2	Miscellaneous publications.
CR1.8	Handbooks, manuals, guides.

EDUCATION

E1.	State Department of Education
E1.2	Miscellaneous publications.
E1.3	Bulletins.
E1.5	Laws.
E1.8	Handbooks, manuals, guides.
E3.	Financial Services Division
E3.2	Miscellaneous publications.

E5.	Division of Educational Services
E5.2	Miscellaneous publications.
E5.20	Postsecondary Administration Section.
E6.	Division of Agency Services
E6.20	School Food Service Section
E7.	State Board of Education
E7.7	Minutes.
E9.	Advisory Council on Vocational Education
E9.2	Miscellaneous publications.
E10.	State Educational Institutions
E10.100	Kansas State School for the Deaf
E10.200	Kansas State School for the Visually Handicapped
E20.	State Education Commission
E21.	State Board of Regents
E21.2	Miscellaneous publications.
E21.11	Degree and certificate program inventory for Regent Institutions of Kansas.
E23.	Kansas Technical Institute
E23.3	General information bulletin.
E24.	Fort Hays State University
E24.3	Bulletin.
E26.	Pittsburg State University
E26.3	Bulletin.
E26.9	Midwest quarterly.
E28.	Emporia State University
E28.39	Spotlight.
E28.109	Emporia State research studies.

E28.209	Quivira literary magazine.
E28.509	Library school review.
E28.633	Kansas school naturalist.
E30.	Wichita State University
E30.3	University studies.
E30.5	Graduate School bulletin.
E30.20	Division of Student Affairs
E30.22	Miscellaneous publications.
E30.30	Wichita State University Alumni Association
E30.39	Wichita State alumni news.
E30.100	College of Business Administration
E30.109	Quarterly Kansas economic indicators.
E30.110	Kansas economic indicators.
E31.	Office of Information and Public Events
E31.3	Wichita State University Catalog.
E40.	Kansas State University
E40.3	General catalog.
E40.11	Annual financial report.
E40.400	College of Business Administration
E40.409	Management horizons.
E42.	Center for Regional and Community Planning
E45.	Population Research Laboratory
E46.	Cooperative Extension Service
E46.4	Circulars.
E46.18	Leaflets.
E47.	Agriculture Experiment Station
E47.2	Miscellaneous publications.
E47.3	Bulletin.
E50.	University of Kansas
E50.9	American studies.
E50.13	Science bulletin.
E50.14	Publications in anthropology.
E50.23	Humanistic studies.

E50.1100	Museum of Natural History	
E50.1103		Occasional papers.
E50.1106		Special publication.
E50.1112		Miscellaneous publications. (Series)
E50.1120	University of Kansas Paleontological Institute	
E50.1120		University of Kansas paleontological contributions: papers.
E50.1129		University of Kansas paleontological contributions: articles.
E50.1130	Museum of Art	
E50.1139		Register of the Museum of Art.
E50.1200	Institute for Social and Environmental Studies	
E50.1201		Kansas statistical abstract.
E50.1202		Miscellaneous publications.
E50.1203		ISES Occasional papers.
E50.1209		Kansas indicators.
E50.1210		Report.
E50.1211		Annual report.
E50.1213		Citizen's pamphlet series.
E50.1300	University of Kansas Libraries	
E50.1323		Library Series.
E50.1400	Center for East Asian Studies	
E50.1403		International studies.
E50.1500	Kansas Applied Remote Sensing Program	
E50.1507		Newsletter.
E50.1600	Institute for Economic and Business Research	
E50.1602		Miscellaneous publications.
E50.1609		Kansas business review.
E50.1700	Transportation Research Group	
E50.1707		TRG Newsletter.
E50.1800	Film SErvices	
E50.1809		Educational film rental.
E51.	State Biological Survey of Kansas	
E51.3		Bulletin series.
E51.9		Technical publications.
E51.19		Reports.

E54.	State Geological Survey	
E54.3		Bulletin.
E54.9		Kansas energy newsletter.
E54.33		Energy resources series.
E55.	University of Kansas Medical Center	
		Bulletin

KANSAS ENERGY OFFICE

EN1.2	Miscellaneous publications.

KANSAS FISH AND GAME COMMISSION

F1.	Director	
F1.7		Kansas fish and game news.
F1.9		Kansas fish and game.
F3.	Fisheries Division	
F4.	Game Division	
F5.	Law Enforcement Division	
F6.	Administrative Services Division	

OFFICE OF THE GOVERNOR

G1.	Governor	
G1.1		Governor's legislative message and budget report.
G1.11		Governor's legislative message.
G110.	Governor's Committee on Criminal Administration	
G120.	Governor's Commission on Education for Parenthood	
G125.	Governor's Task Force on Effective Management	
G170.	Governor's Task Force on the Future of the Kansas Transportation System	

G180. Governor's Task Force on Water Resources

G190. Governor's Task Force on the Problems of Youth

GOVERNMENTAL ETHICS COMMISSION

GE1. Executive Director
GE1.1 Annual report and recommendations.
GE1.2 Miscellaneous publications.
GE1.8 Handbooks, manuals, guides

DEPARTMENT OF HEALTH AND ENVIRONMENT

HE1. Secretary
HE1.2 Miscellaneous publications.

HE2. Advisory Boards to the Department of Health and Environment

HE3. Division of Planning and Public Education

HE4. Division of Health
HE4.11 Kansas directory of licensed adult care homes.

HE5. Division of Environment
HE5.3 Bulletin.
HE5.11 Kansas water quality inventory report.

HE5.100 Water Quality Management Section
HE5.108 Kansas water quality management plan.

HE7. Bureau of Registration and Health Statistics
HE7.9 Monthly summary of vital statistics.
HE7.10 Annual summary of vital statistics.
HE7.11 Kansas agricultural accidental death report.
HE7.19 Kansas morbidity incidence.
HE7.21 Kansas student accident report.
HE7.31 Accidental death report: Kansas

DEPARTMENT OF HUMAN RESOURCES

HR1. Secretary

HR3.	Division of Employment
HR3.2	Miscellaneous publications.
HR3.11	Labor market review: (area and county).
HR4.	State Employment and Training Council
HR5.	Division of Workers Compensation
HR5.7	Kansas workers' compensation insurance carriers' and self-insureds' information letter.
HR5.11	Annual statistical report.
HR6.	Occupational Information Coordinating Committee
HR7.	Division of Staff Services
HR7.1	Annual planning information report.
HR7.9	Job insurance in Kansas.
HR7.10	Kansas monthly report on employment, unemployment.
HR8.	Research and Analysis Section
HR8.2	Miscellaneous publications.
HR8.9	(Preliminary) civilian labor force estimates.
HR8.9	(Revised) civilian labor force estimates.
HR8.19	Kansas job insurance claims.
HR8.60	Kansas wage survey.
HR9.	Advisory Committee on Mexican Affairs
HR9.7	Herencia, Fiestas Horizontes.

JUSTICE

J1.	Office of the Attorney General
J1.5	Opinions of the Attorney General. (Digest)
J1.6	Opinions of the Attorney General. (Complete Text)
J3.	Consumer Protection Division
J3.1	Annual report.
J3.2	Miscellaneous publications.
J4.	Kansas Bureau of Investigation
J4.3	Law enforcement bulletin.
J11.	Department of Corrections
J11.2	Miscellaneous publications.
J11.8	Policy and procedure manual.
J13.	Office of the Ombudsman of Correctional Institutions

J13.1		Annual report.
J19.	Adult Authority	

JUDICIARY

JU1.	Unified Judicial Department	
JU3.	Office of the Judicial Administrator	
JU3.10		Statistical report on the district courts of Kansas.
JU3.19		Annual report on the courts of Kansas.
JU4.	Judicial Council	
JU4.2		Miscellaneous publications.
JU4.8		Handbooks, manuals, guides.
JU4.9		Kansas judicial council bulletin.
JU10.	Supreme Court of Kansas	
JU10.1		Annual report of the Chief Justice of the Kansas Supreme Court.
JU20.	Court of Appeals	
		Kansas Court of Appeals reports.

KANSAS STATE LIBRARY

L1.	State Librarian	
L1.8		Handbooks, manuals, guides
L1.9		State documents of Kansas catalog.
L1.10		Kansas public library statistics.
L2.	Library Advisory Commission	
L6.	Library Development Division	
L6.2		Miscellaneous publications.

STATE PARKS AND RESOURCES AUTHORITY

PR1.	Administrative Office	
PR1.2		Miscellaneous publications.
PR3.	Grants-In-Aid Division	
PR3.2		Miscellaneous publications.

PR4.	Planning Division	
PR4.2		Miscellaneous publications.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

PER1.	Executive Secretary	
PER1.1		Annual report.
PER1.8		Handbooks, manuals, guides.
PER5.	Police and Fireman's Retirement System	
PER5.5		Police and Fireman's retirement act.
PER5.8		Handbooks, manuals, guides.

DEPARTMENT OF REVENUE

RE1.	Secretary of Revenue	
RE1.9		Sales tax collections by business classification.
RE1.10		Sales tax collections by county classification.
RE1.19		Motor fuel gallonage report.
RE4.	Division of Alcoholic Beverage Control	
RE4.9		Minimum price schedule.
RE5.	Division of Property Valuation	
RE5.10		Statistical report of property assessment and taxation for the tax year.
RE5.11		Kansas assessment sales ration study.
RE6.	Division of Taxation	
RE7.	Division of Vehicles	
RE7.8		Handbooks, manuals, guides.

REAL ESTATE COMMISSION

RL1.	Director	
RL1.9		Directory, licensed real estate brokers and salesmen.

OFFICE OF THE SECRETARY OF STATE

S1.	Secretary of State	
S1.1		Kansas biennial report.
S1.2		Miscellaneous publications.

S1.9	State of Kansas election statistics.
S1.11	Legislative directory.
S1.12	Directory of county officers of Kansas.
S1.21	Lobbyist list.
S1.22	Kansas directory.
S1.31	Kansas legislative lobbyists.

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

SR1.	Secretary	
SR1.1		Annual report.
SR1.2		Miscellaneous publications.
SR1.8		Handbooks, manuals, guides.
SR1.11		Kansas final comprehensive social services plan. Title XX Social Security Act.
SR3.	Division of Administrative Services	
SR3.2		Miscellaneous publications.
SR4.	Division of Social Services	
SR4.9		Summary of public assistance.
SR5.	Alcohol and Drug Abuse Section	
SR5.19		Directory of alcohol and drug abuse resources in Kansas.
SR6.	Division of Services to Children and Youth	
SR6.2		Miscellaneous publications.
SR6.8		Handbooks, manuals, guides.
SR6.10		Monthly reports of suspected child abuse/neglect cases.
SR8.	Division of Mental Health and Retardation	
SR8.1		Miscellaneous publications.
SR10.	Economic Opportunity Office	
SR10.1		Year end report.
SR10.2		Miscellaneous publications.

STATE ASSOCIATED SOCIETIES

SS1.	State Historical Society	
SS1.2		Miscellaneous publications.
SS1.9		Kansas historical quarterly.
SS1.10		Historical society mirror.
SS1.19		Kansas history; a journal of the central plains.
SS1.29		Director of county and local historical societies in Kansas.
SS3.	Archeology Department	
SS3.2		Miscellaneous publications.

SS10.	Kansas Academy of Science
SS30.	Horticultural Society

DEPARTMENT OF TRANSPORTATION

T1.	Secretary of Transportation
T1.2	Miscellaneous publications.
T1.7	DOT news.
T1.8	Handbooks, manuals, guides.
T1.9	Kansas DOT Highlites.
T1.14	Final environmental impact statements.
T4.	Maintenance Department
T4.9	Service map.
T4.19	Detour and construction activity map.
T5.	Planning and Development Division
T5.1	Annual report.
T5.2	Miscellaneous publications.
T5.11	Construction materials inventory report.
T5.21	Continuous traffic count data and traffic characteristics on Kansas highways.
T6.	Engineering Services Department
T6.2	Miscellaneous publications.

OFFICE OF THE STATE TREASURER

TR1.	State Treasurer
TR1.1	Annual report of the State Treasurer.

KANSAS TURNPIKE AUTHORITY

TU1.	Chairman
TU1.1	Annual report.

STATE WATER RESOURCES BOARD

WR1.	Executive Director
WR1.2	Miscellaneous publications.
WR1.3	Bulletin.

WR1.9	Kansas water news.
WR1.10	Newsletter.
WR1.11	Kansas state water plan.

LEGISLATIVE PUBLICATIONS

X1.5	
date H.	House bills.
date H.Res.	House resolutions.
date S.	Senate bills.
date S.Res.	Senate resolutions.
X1.6	
date H.	House calendars.
date S.	Senate calendars.
X3.	
date H.	House journals.
date S.	Senate journals.
X4.	Senate and House journals.
X5.	Year session laws of Kansas.

LEGISLATURE

Y1.	General and Joint Publications	
Y2.	House of Representatives	
Y3.	Senate	
Y4.	Hearings	
Y5.	Legislative Coordinating Council	
Y5.1		Report on Kansas Legislative Interim Studies to the Legislature.
Y5.9		Minutes.
Y5.21		Annual report of Legislative Educational Planning Committee (1202 Commission).
Y5.22		Miscellaneous publications of the 1202 Commission.
Y5.23		Special reports of the 1202 Commission.
Y6.	Legislative Division of Post Audit	
Y6.1		Annual report.
Y6.9		Follow-up report on audit recommendations.

Y6.11		Special audit reports.
Y6.12		Sunset audit reports.
Y6.13		Program audit reports.
Y6.14		Agency audit reports.
Y6.15		Management audit reports.
Y7.	Legislative Research Department	
Y7.11		Summary of agency budget requests.
Y7.21		Highlights; Kansas Legislature.
Y7.31		Kansas Legislature; summary of legislation.
Y7.41		Fiscal year budget analysis.
Y8.	Office of the Revisor of Statutes	
Y8.6		Kansas administrative regulations.
Y8.7		Kansas statutes annotated.
Y.9	Legislative Administrative Services	

INTERAGENCY AND ADVISORY COMMISSIONS, COMMITTEES, AND COUNCILS

YA:ct.	See check-in file.

INTERSTATE COMMITTEES, COMMISSIONS, AND COUNCILS

YA:ct.	See check-in file.

EXAMINING BOARDS

YE:ct.	See check-in file.

APPENDIX I

Alphabetic Listing of Government Authors

Accounts and Reports, Division of	AD3.
Adjutant General's Department	AG1.
Administration, Department of	AD1.
Adult Authority	J19.
Aging, Department on	AGI1.
Agriculture, State Board of	A1.
Agriculture Experiment Station	E47.
Air National Guard	AG2.
Alcohol and Drug Abuse Section	SR5.
Alcoholic Beverage Control, Division of	RE4.
Alumni Association, Wichita State University	E30.30
Animal Health Board	A55.
Animal Health Department, Kansas	A50.
Applied Remote Sensing Program, Kansas	E50.1500
Archeology Department	SS3.
Architectural Services Division	AD2.
Armory Board, Kansas	AG11.
Army National Guard	AG2.
Art, Museum of (KU)	E50.1130
Attorney General, Office of the	J2.
Banking Board, State	CB2.
Banking Department, State	CB2.
Biological Survey of Kansas, State	E51.
Brand Division	A53.
Building Code, Advisory Committee on Statewide	AD60.
Business Administration, College of (KSU)	E40.400
Business Administration, College of (WSU)	E30.100
Capitol Area Plaza Authority	AD15.
Children and Youth, Division of Services to	SR6.
Civil Rights, Commission on	CR1.
Civil Service Board	AD20.
Computer Services, Division of	AD7.
Computer Services Board	AD8.
Conservation Division	CB16.
Consumer Credit Commissioner	CB81.
Consumer Protection Division	J3.
Cooperative Extension Service	E46.
Corporation Commission, State	CB10.
Correctional Institutions, Office of the Ombudsman of	J13.
Corrections, Department of	J11.
Court of Appeals	JU20.
Credit Union Council	CB32.
Credit Unions, Department of	CB31.
Crop and Livestock Reporting Service, Kansas	A70.
Dairy Division	A4.
Deaf, Kansas State School for the	E10.100
Deferred Compensation, Advisory Committee on	AD80.
East Asian Studies, Center for	E50.1400
Economic and Business Research, Institute for	E50.1600

Economic Development, Department of	CB51.
Economic Opportunity Office	SR10.
Education, State Board of	E7.
Education, State Department of	E1.
Education Commission, State	E20.
Educational Services, Division of	E5.
Emergency Preparedness Division	AG4.
Employment, Division of	HR3.
Emporia State University	E28.
Energy Office, Kansas	EN1.
Entomological Division	A5.
Environment, Division of	HE5.
Equal Employment Opportunity Office	AD70.
Ethics Commission, Governmental	GE1.
Experiment Station, Agriculture	E47.
Extension Service, Cooperative	E46.
Fair, Kansas State	A21.
Film Services	E50.1800
Financial Services Division	E3.
Fish and Game Commission, Kansas	F1.
Fisheries Division	F3.
Food Service Section, School	E6.20
Fort Hays State University	E24.
Game Division	F4.
Geological Survey, State	E54.
Governmental Ethics Commission	GE1.
Governor, Office of the	G1.
Governor's Committee on Criminal Administration	G110.
Governor's Commission on Education for Parenthood	G120.
Governor's Task Force on Effective Management	G125.
Governor's Task Force on the Future of the Kansas Transportation System	G170.
Governor's Task Force on Water Resources	G180.
Governor's Task Force on the Problems of Youth	G190.
Grain Advisory Commission	A32.
Grants-In-Aid Division	PR3.
Health, Division of	HE4.
Health and Environment, Department of	HE1.
Historical Society, State	SS1.
Horticultural Society	SS30.
Human Resources, Department of	HR1.
ISES	E50.1200
Information and Public Events, Office of	E31.
Insurance Department, State	CB61.
Investigation, Kansas Bureau of	J4.
Judicial Administrator, Office of the	JU3.
Judicial Council	JU4.
Judicial Department, Unified	JU1.
Judicial Study Advisory Committee	JU50.
KBI	J4.
Kansas, University of	E50.
Kansas State University	E40.

Law Enforcement Division	F5.
Legislative Administrative Services	Y9.
Legislative Coordinating Council	Y5.
Legislative Division of Post Audit	Y6.
Legislative Research Department	Y7.
Librarian, State	L1.
Libraries, University of Kansas	E50.1300
Library Advisory Commission	L2.
Marketing Division	A6.
Meat and Poultry Inspection Division	A7.
Medical Center, University of Kansas	E55.
Mental Health and Retardation, Division of	SR8.
Mexican Affairs, Advisory Committee on	HR9.
Military Advisory Board, Kansas	AG3.
Military Division	AG2.
Milk Advisory Committee	A60.
Museum of Art (KU)	E50.1130
Museum of Natural History	E50.1100
National Guard	AG2.
Natural History, Museum of	E50.1100
Occupational Information Coordinating Committee	HR6.
Ombudsman of Correctional Institutions, Office of the	J13.
Paleontological Institute, University of Kansas	E50.1120
Park and Resources Authority, State	PR1.
Personnel Services, Division of	AD6.
Pittsburg State University	E26.
Police and Fireman's Retirement Sustem	PER5.
Pooled Money Investment Board	AD90.
Population Research Laboratory	E45.
Post Audit, Legislative Division of	Y6.
Postsecondary Admiministration Section	E50.20
Printing Advisory Board	AD10.
Property Valuation, Division of	RE5.
Public Employees Retirement System, Kansas	PER1.
Purchases, Division of	AD4.
Real Estate Commission, Kansas	RL1.
Records Board, State	AD50.
Regents, State Board of	E21.
Regional and Community Planning, Center for	E42.
Registration and Health Statistics, Bureau of	HE7.
Research and Analysis Section	HR8.
Revenue, Department of	RE1.
Revisor of Statutes, Office of the	Y8.
Savings and Loan Department	CB3.
School Food Service Section	E6.20
Secretary of State, Office of the	S1.
Services to Children and Youth, Division of	SR6.
Social and Environmental Studies, Institute for	E50.1200
Social and Rehabilitation Services, Department of	SR1.
Social Services, Division of	SR4.
Staff Services, Division of	HR7.
State Employment and Training Council	HR4.
State Fair, Kansas	A21.
Student Affairs, Division of	E30.20
Supreme Court of Kansas	JU10.
Taxation, Division of	RE6.

Telecommunications Advisory Committee	AD45.
Telecommunications Services	AD40.
Transportation, Department of	T1.
Transportation Research Group	E50.1700
Treasurer, Office of the State	TR1.
Turnpike Authority, Kansas	TU1.
Unified Judicial Department	JU1.
University of Kansas	E50.
Vehicles, Division of	RE7.
Visually Handicapped, Kansas State School for the	E10.200
Vocational Education, Advisory Council on	E9.
Water Quality Management Section	HE5.100
Water Resources Board, State	WR1.
Water Resources Division	A10.
Weed and Pesticide Division	A8.
Weights and Measures Division	A11.
Wheat Commission, Kansas	A35.
Wichita State University	E30.
Wichita State University Alumni Association	E30.30
Workers Compensation, Division of	HR5.

KS:M1

Selected Government Publications for The Elementary School

School of Library Science
Emporia State University

SCHOOL OF LIBRARY SCIENCE

EMPORIA STATE UNIVERSITY

MONOGRAPH SERIES

No. 1

Preface

This booklet has been designed as a possible aid in the choice and use of federal government documents for elementary schools. Documents included are a composit of items to be utilized by child, parent, teacher or librarian on both the instructional and informational level. Items of current interest and concern such as drug abuse, environmental awareness, health education, many facets of safety education, poison prevention, nutrition, art interpretation, gardening and literature selection are included among the selections. Retrospective and cultural materials are briefly touched upon with specific reference to the American Indian and other major ethnic groups in the United States. Several of the publications are multilingual.

A scan of subject headings, subject bibliographies and shelf listings was made with review of all possible and available materials. From this vast group the number of publications was weeded to between sixty and seventy titles. Arrangement is by Superintendent of Documents (SuDoc) number.

This by no means, represents a complete listing. A large quantity of material from the government agencies is available through the Government Printing Office (GPO). This booklet is merely a sampling to illustrate the quality and type of material. Not mentioned in this publication, but available, are vast numbers of posters, maps, photos and other visuals. Check one or more of the published lists mentioned on page 19 as possible sources or GPO's Subject Bibliography number 57 (SB-57), "Posters, Charts, Picture Sets and Decals." For more information regarding Subject Bibliographies see SuDoc No. GP 3.22/2:999/2 on page 4.

All materials in this publication are available through the Superintendent of Documents, United States Government Printing Office, Washington D. C. 20402, unless otherwise stated.

This publication was prepared at the School of Library Science, Emporia State University, Emporia, Kansas with the direction of Ronald Haselhuhn. We also wish to mention our appreciation to the personnel of the Government Documents Division at William Allen White Library and to Liz Lewis who devoted her time and talents to designing the cover.

Kathleen S. Guthrie

Linda S. Huber

Cheryl J. Peteete

Dwight E. Strandberg

Selections

Fun With Good Foods by Marla Zimmerman and Martha Cashion. Agriculture Department, Food and Nutrition Service: Oct., 1978, il., 48 p.

An activities book on food, sources of food, nutrition and the four basic food groups of a well-balanced diet. Drawing, cut and paste, simple matching, multiple choice and fill in the blank exercises are included. Designed for 6, 7, and 8 year olds to complete on their own. Contains largely line drawings with some photographs.

SuDoc No: A1.68:1204 Stock No: 001-000-02940-1
Price: (3 Jan 79) Unit $1.90

Cavity-Nesting Birds of North American Forests by Virgil E. Scott and Arthur Singer. Agriculture Department, Forest Service: Nov., 1977, il., 112 p.

Describes habitat, cavity requirements and food for 85 species that nest in dead or decadent trees. Designed with the forester, recreation and other public land management personnel in mind. Illustrations are in color. Maps indicate population distribution, breeding areas and migration patterns.

SuDoc No: A1.76:511 Stock No: 001-000-037269-9
Price: (3 Jan 78) Unit $2.75

Minigardens for Vegetables. Science and Education Administration, Agriculture Department: 1978, il., 12 p.

Easy to read guide on types of seeds to use, soil fertilization, proper methods of lighting, cultivating and watering vegetables. Also included are hints on the different types of inexpensive containers available. Charts show when to plant, how to space, planting depth and when to harvest eighteen different kinds of vegetables.

SuDoc No: A1.77:163/4 Stock No: 001-000-03834-6
Price: (12 Sept. 78) Unit $ .80

Growing Vegetables in the Home Garden. Science and Education Administration, Agriculture Department: 1978, il., 49 p.

This detailed publication gives step by step directions to help the beginning gardener achieve success. Most common vegetable types and their particular growth needs are noted as well as several more exotic varities. Organic gardening is also mentioned as an alternative to the use of chemicals. A partial listing of vegetable seedsmen and state agricultural experiment stations is included.

SuDoc No: A1.77:202/2 Stock No: 001-000-02604-6
Price: (5 May 78) Unit $1.75

Teacher's Guide to Minigardens. Department of Agriculture, U.S. Agricultural Research Service; 1973, il., 4 p.

This pamphlet offers hints to teachers on how best to use "minigardens for vegetables" for classroom learning activities. Included are suggested approaches to the garden project, materials and supplies needed and various ways the project can be expanded to include other subject areas. Also included is a suggested bibliography which can be ordered from the Office of Information, U. S. Department of Agriculture or commerical firms.

SuDoc No: A1.104:2/2 Stock No: 001-000-02906-1
Price: (12 Aug. 76) Unit $ .35

Investigating Your Environment, Teaching Materials for Environmental Education. Department of Agriculture, Forest Service: 1978, 8 sets of lesson plans.

Through the use of observation, problem-solving and simulation students can learn about land and forest use, wildlife, water resources and man's relationship to his environment. These lesson plans contain questions which are designed to get the individual student involved in the study. This material has been used successfully at environmental workshops throughout the country.

SuDoc No: A13.36/2:En8 Stock No: 001-001-00446-4
Price: (Not available at this time)

The Statistical Abstract of the United States. Bureau of the Census: 1978, 1057 p.

Published annually it summarizes statistics relating to the social political and economic organization of the U.S. A wealth of information that would most likely find some use in any library.

SuDoc No: C3.134:978/Cloth Stock No: 003-024-01648-6
Price: (for current edition not available) 1977 ed. $11.00

Paperback edition:
SuDoc No: C3.134:978/Paper Stock No: 003-024-01647-8
Price: (for current edition not available) 1977 ed. $8.50

National Bureau of Standards Metric Kit: Department of Commerce: National Bureau of Standards: 1977, 8 pieces.

Included in this kit is a brief history of measurement systems and a visual comparison of the customary units of measure and the metric system. Also included is a metric conversion card and reference sources dealing with metric information. Reasons for the United States adopting the metric system are covered at some length.

SuDoc No: C13-10:410/2 Stock No: 003-003-01736-1
Price: (28 Jan., 77) Unit $2.00

Tornado Warning: A Booklet for Boys and Girls by Franklyn M. Brandley and Leonard Kessler. Commerce Department, NOAA, National Weather Service: 1976, il., 16 p.

This publication was not available for review but is included on the assumption that its title and price may serve as some basis for selection.

SuDoc No: C55.102:T63/5 Stock No: 003-018-00066-1
Price: (27 Aug 76) Unit $ .50

Spotter's Guide for Identifying and Reporting Severe Local Storms. Commerce Department, NOAA: 1970, il., 16 p.

Describes conditions and cloud formations conducive to tornado formation, the life cycle of a tornado and other storm activity simular to and often confused with tornadoes. Contains limited text with excellent pictures.

SuDoc No: C55.108:St7 Stock No: 003-018-00006-7
Price: (17 Oct 75) Unit $ .40

We the American Series. Commerce Department, Census Bureau: 1972-1973, il., from 13-19 p.

Abstracts information from the census data and presents it in an interesting narrative style along with relative historical material. Each issue of the series concentrates upon a particular population segment. Contains large mixture of graphics including easily understood graphs and charts. More suited for the upper elementary grades. Must be purchased individually.

We the Americans Who Are We.
SuDoc No: C56.234:1 Stock No: 003-024-00006-7
Price: (17 Jul 75) Unit $ .50

We the Black Americans.
SuDoc No: C56.234:2 Stock No: 003-024-00018-1
Price: (9 Dec 75) Unit $ .75

We the Americans. Our Homes.
SuDoc No: C56.234:3 Stock No: 003-024-00043-1
Price: (17 Jul 75) Unit $ .50

We the American Women.
SuDoc No: C56.234:4 Stock No: 003-024-00122-5
Price: (9 Dec 75) Unit $ .75

We the Americans. Our Incomes.
SuDoc No: C56.234:5 Stock No: 003-024-00126-8
Price: (17 Jul 75) Unit $ .50

We the Americans, Nosotros. Los Americanos.
SuDoc No: C56.234:6 Stock No: 003-024-00197-7
Price: (17 Jul 75) Unit $ .50

We the Americans. Our Cities and Suburbs.
SuDoc No: C56.234:7 Stock No: 003-024-00189-6
Price: (17 Jul 75) Unit $ .50

We the Americans. Our Education.
SuDoc No: C56.234:8 Stock No: 003-024-00198-5
Price: (17 Jul 75) Unit $ .45

We the Americans. The Work We Do.
SuDoc No: C56.234:9 Stock No: 003-024-00199-3
Price: (17 Jul 75) Unit $ .75

We the Americans. The Elderly.
SuDoc No: C56.234:10 Stock No: 003-024-00200-1
Price: (9 Dec 75) Unit $ .75

We the Americans. Young Marrieds.
SuDoc No: C56.234:11 Stock No: 003-024-00190-0
Price: (17 Jul 75) Unit $ .45

We, the First Americans.
SuDoc No: C56.234:12 Stock No: 003-024-00204-3
Price: (9 Dec 75) Unit $ .85

We the Americans. Asian Americans.
SuDoc No: C56.234:13 Stock No: 003-024-00205-1
Price: (10 Dec 75) Unit $ .75

We the Americans. The Youth of America.
SuDoc No: C56.234:14 Stock No: 003-024-00201-9
Price: (10 Dec 75) Unit $ .75

We the American, Foreign Born.
SuDoc No: C56.234:15 Stock No: 003-024-00206-0
Price: (10 Dec 75) Unit $ .75

Subject Bibliography Index. Government Printing Office: issued periodically, 8 p.

Indexes the some 270 subject bibliographies that are compiled and periodically revised by the Government Printing Office. Each subject bibliography contains those related government publications that are sold by the Superintendent of Documents. As individual agencies often make distribution of their own materials the bibliographies do not exhaust the total volume of government material on a given subject. Short annotations summarize the content of each publication. Prices are included but they tend to become outdated quite rapidly. SuDoc and Stock numbers are added as helpful aids to locating material. Use SB number in place of the Stock number for ordering.

SuDoc No: GP3.22/2:999/2 Stock No: use SB-999
Price: FREE

Tooth Care. Department of Health, Education and Welfare: 1976, il., 24 p.

Black and white line drawings enhance the primary level dialogue of this publication. Simple information on tooth care, diseases, oral health problems, and possible remedies to injury or disease is presented.

SuDoc No: HE1.34/2:1 Stock No: 017-041-00054-1
Price: (9 Jan 74) Unit $ .40

Right to Read Assessment and Planning Handbook. Department of Health, Education and Welfare: 1975, il., 80 p.

This handbook lists goals and objectives that should be implemented into a workable reading program. Charts and checklists are included to help evaluate program and student progress. It serves as a comprehensive approach to expand and modify existing reading programs.

SuDoc No: HE5.6/2:R22/2 Stock No: 017-080-01390-8
Price: (3 Feb., 1975) Unit $2.35

Guide to Securing and Installing the Parent/Child Toy Lending Library by Fred Rosenau. Department of Health, Education and Welfare, Office of Education: 1972, il., 152 p.

Securing and installing a parent/child toy-lending library is the subject of this publication. Guidelines on funding of the program, construction of inexpensive toys and suggestions for use and time budget are included. Useful for groups, private and public institutions and individual parents.

SuDoc No: HE5.6/2:T66 Stock No: 017-080-00993-5
Price: (3 April, 1975) Unit $1.55

Tutor Trainer Resource Handbook. Department of Health, Education and Welfare, Office of Education: 1976, il., 118 p.

This handbook provides information on starting and maintaining a volunteer tutoring program in reading. Emphasis is given to developing the program as well as the role of the tutor and the teacher. It is intended to serve as a starting point for a tutor-training program and can be modified for individual programs. Activities and sample evaluations for student progress are included.

SuDoc No: HE19.108:T88 Stock No: 017-080-01334-7
Price: (30 Dec, 75) Unit $1.90

Opportunities Abroad for Teachers, 1979-80: Teaching, Seminars. Department of Health, Education and Welfare, Office of Education: 1978, 28 p.

Opportunities for participation in the Teacher Exchange Program. Provides application and eligibility information. Teaching level and subject area are stated for the following participating countries: Canada, Denmark, Federal Republic of Germany, New Zealand, Switzerland and United Kingdom.

SuDoc No: HE19.112:979-80 Stock No: 017-080-01897-7
Price: (15 Aug 78) Unit $ 1.40

Human Heart, A Living Pump. Department of Health, Education and Welfare, National Institute of Health: 1976, il., 4 p.

Fully illustrated with specific directions to the diagrams, this publication explains the function(s) of the human heart. Upper intermediate children will find this worthy of independent study while primary and lower intermediate students could understand the terminology with help.

SuDoc No: HE20.3202:H35/9 Stock No: 017-043-00067-6
Price: (7 Oct., 76) Unit # .35

Clean Hands. Department of Health, Education and Welfare, Food and Drug Administration: 1972, il., 12 p.

Large print in English on the left and smaller print with matching dialogue in Spanish on the right side of the page is the attracting point of this publication suitable for use in a bilingual classroom. Designed for proper instruction for people handling food commercially, this publication could be made useable for study of personal hygiene at any level.

SuDoc No: HE20.4002:C58 Stock No: 017-012-00145-9
Price: (28 July 76) Unit $ .35

Child's World As Seen Through His Stories and Drawings by Mary Lystad. Department of Health, Education and Welfare, Alcohol, Drug Abuse and Mental Health Administration: 1974, il., 124 p.

Investigation of children's self concepts is explored from first through fifth grade in this book. Comparisons are made between children's choices in books and the choices of *The New York Times* and *The Washington Post*. Concluding remarks suggest need for further research and practical means of relating children's interest and reading faculties.

SuDoc No: HE20.8102:C43/4 Stock No: 017-024-00380-8
Price: (7 June 74) Unit $3.10

Communicating With Our Sons and Daughters by Marcos Behean Hernandez. Department of Health, Education and Welfare; Public Health Service; Alcohol, Drug Abuse, and Mental Health Administration; National Institute on Drug Abuse: 1978, il., 16 p.

Directed at Mexican American parents who, as a preventive approach to alcohol and drug abuse wish to take an active role in the social and educational development of their children. Contrasts the parent role with that of the school and lists five ways parents can fulfill their responsibilities. Illustrations are black and white pen drawings.

SuDoc No: HE20.8202:C73 Stock No: 017-024-00772-2
Price: (2 Aug. 78) Unit $1.10

Doing Drug Education, The Role of the School Teacher. Health Department of Health, Education and Welfare; Alcohol, Drug Abuse and Mental Health Administration: 1975, il., 25 p.

Guidance, behavorial and instructional objectives, and current statistics are among the items covered by this booklet. Values and attitudes, skills and basic knowledge persumed known by the teacher and student are listed.

SuDoc: HE20.8202Ed8 Stock No: 017-024-00460-0
Price (26 Sept., 75) Unit $ .80

Growing Up and Feeling Powerful As an American Indian. Velma Garcia Mason & George Baker. Department of Health, Education and Welfare; Public Health Service; Alcohol, Drug Abuse, and Mental Health Administration; National Institute on Drug Abuse; Division of Resource Development; Prevention Branch: 1978, il., 24 p.

"Prepared as a reading resource on drug abuse prevention for Native American school children in elementary grades 4 through 6 and could also be recommended for use by grades 7 and 8 in some schools."

SuDoc No: HE20.8202:In2/2 Stock No: 017-024-00827-3
Price: (5 Dec., 1978) Unit $1.20

Drug Abuse Prevention For You and Your Friends. Department of Health, Education and Welfare; Public Health Service; Alcohol, Drug Abuse, and Mental Health Administration; National Institute on Drug Abuse: 1978, il., 22 p.

Basically an informational pamphlet to drug abuse prevention. Appeals to the students common sense and not his or her fears. Major emphasis is factual information about drugs and their effects, including though to a lesser degree the use of tobacco and alcohol. Also discusses the social basis of drug use.

SuDoc No: HE20.8202:P92/4 Stock No: 017-024-00740-4
Price: (15 May 78) Unit $1.10

Drug Abuse Prevention Films: A Multicultural Film Catalog. Department of Health, Education and Welfare; Public Health Service; Alcohol, Drug Abuse, and Mental Health Administration: 1978, 52 p.

A catalog of filmstrips with cassette or record, videotapes, and films. The latter by far predominates. Takes a primary prevention approach and emphasises those films dealing with the cultural and personal conflicts that often lead to drug problems. All films contain "...minority characters in central roles...." Includes Spanish speaking films with selections for the Native American, Asian/Pacific Islander, Black, Puerto Rican, and Mexican American. Distributor and alternative source information are provided along with pricing, collation data and a short synopsis. A good third of the over 150 films are suitable for the elementary level.

SuDoc No: HE20.8202:P92/5 Stock No: Not available
Price: Not available
Availability: Alcohol, Drug abuse, and Mental Health Administration Printing and Publications Management Branch 5600 Fishers Lane (Rm. 6C-02) Rockville, Maryland 20857

This Side Up: Making Decisions about Drugs by Maureen H. Cook and Carol Newman. Department of Health, Education and Welfare; Public Health Service; Alcohol, Drug Abuse and Mental Health Administration, National Institute on Drug Abuse: 1978, il., 64p.

Publication "...was developed as a source of information for young people who are faced with making decisions about drugs and their effects"; with the second half of the book primarily devoted to drug use alternatives. Includes activities and articles designed to help young people cope with the question and problems of growing up. All articles are well illustrated with photographs and cartoon drawings.

SuDoc No: HE20.8202:SI1 Stock No: 017-024-00776-5
Price: (10 Aug. 78) Unit $2.20

Nutrition Education For Young Children. Department of Health, Education and Welfare; Office of Human Development Services; Administration for Children, Youth and Families; Head Start Bureau: 1976, il., 47p.

Simple line drawings and easy to understand vocabulary make up this booklet of explanation for the need for good nutrition in young children. Designed for teachers, aides and parents, it will suggest ways of establishing good food usage habits in young children. Classroom activities and activities for home participation are suggested.

SuDoc No: HE23.1102:N95 Stock No: 017-092-00027-8
Price: (23 May 78) Unit $1.20

Children Today. Department of Health, Education and Welfare, Child Development Office: Bimonthly Periodical.

Black and white photographs and line drawings enhance the factual articles dealing with children. Multi-cultural in its scope, this publication would aid parent or teacher in current happenings and discoveries in the world of children.

SuDoc No: HE23.1209: Stock No: 017-090-80001-8
Price: (16 Aug. 78) Annual Domestic: $ 8.00
Foreign: $10.00

Our Natural Resources: The Choices Ahead: Conservation Yearbook 10. Department of the Interior: 1974, il, 130p.

Included in this colorful book are a variety of stories ranging from desert lands, an Alaskan pictorial display, camping in the national parks to trash problems and energy needs for the future. One major highlight of this publication is the beautiful quotations and color pictures dealing with the environment. An attempt is made to point out both assets and problems. This is part of an eleven book series on important aspects of the environment.

SuDoc No: I1.95:10 Stock No: 024-000-00808-8
Price: (14 Nov 74) Unit $4.95

Other publications in the series:

Population Challenge, What it means to America: Conservation Yearbook 2.
SuDoc No: I1.95:2 Stock No: 024-000-00444-9
Price: (17 Jan 74) Unit $2.70

Third Wave, America's New Conservation: Conservation Yearbook 3.
SuDoc No: I1.95:3 Stock No: 024-000-00445-7
Price: (17 Sept 74) Unit $5.15

Man, An Endangered Species: Conservation Yearbook 4.
SuDoc No: I1.95:4 Stock No: 024-000-00446-5
Price: (17 Jan 74) Unit $3.70

It's Your World: Grass Roots Conservation Story: Conservation Yearbook 5.
SuDoc No: I1.95:5 Stock No: 024-000-00447-3
Price: (17 Jan 74) Unit $3.60

River of Life; Water: The Environmental Challenge: Conservation Yearbook 6.
SuDoc No: I1.95:6 Stock No: 024-000-00537-2
Price: (17 Jan 74) Unit $3.15

Our Living Land: Conservation Yearbook 7.
SuDoc No: I1.95:7 Stock No: 024-000-00613-1
Price: (17 Jan 74) Unit $3.15

Indivisibly One, Our Environment and Our Natural Resources: Conservation Yearbook 8.
SuDoc No: I1.95:8 Stock No: 024-000-00751-1
Price: (17 Jan 74) Unit $3.15

In Touch With People: Conservation Yearbook 9.
SuDoc No: I1.95:9 Stock No: 024-000-00792-8
Price: (8 Jan 74) Unit $4.55

America Two Years, the Legacy of Our Land: Conservation Yearbook 11.
SuDoc No: I1.95:11 Stock No: 024-000-00820-7
Price: (15 Jun 76) Unit $5.55

Living With Our Environment, 1978-1979: Conservation Yearbook 12.
SuDoc No: I1.95:12 Stock No: 024-000-00845-2
Price (21 Sept 78) Unit $3.75

Collecting Rocks. Department of the Interior, Geological Survey: 1976, il., 7p.

This pamphlet gives a brief summary of the earth's story in rocks; suggests ways to start a collection, to identify rocks, where to find rocks, types of equipment needed, how to store and catalog a collection, and hints for rock collectors.

SuDoc No: I19.2:R 59/3 Stock No: 024-001-00234-5
Price: ((14 May 76) Unit $ .35

Indians: Book List for Young Readers. Department of the Interior, Bureau of Indian Affairs: 1977, 10 panel folder.

This folder lists 46 books of which are either of Indian authorship or reviewed from an Indian viewpoint. They are listed by author, followed by title, a short annotation, name of publisher and date. The grade level for which each book is suitable is indicated.

SuDoc No: I20.48:18/977 Stock No: 024-002-00061-6
Price: (8 June 77) Unit $ .80

Vacation Water-Fun. Department of the Interior, Bureau of Reclamation: 1976, il., 12p.

This booklet suggests the "Do's" and "Don't's" of water safety. Each of the seven "Water Saf-T Pledge Do's" is illustrated as are poems about water safety written by school children.

SuDoc No: I27.2W 29/20 Stock No: 024-003-00103-1
Price: (22 Jun 76) Unit $ .45

Children's Interpretive Programs. National Park Service: 1978, il., 33p.

Children's activities programs and materials for program action are listed in this publication. Covering the National Capitol region of the U. S. parks system, this publication gives advance notice of intended programs and planned publications.

SuDoc No: I29.2:C43/2/978-979 Stock No: Not Available
Price: (23 Mar 79) Not available

With Fire and Sword: The Battle of Kings Mountain, 1780. National Park Service: 1978, il., 82p.

This book examines the critical campaign for victory in the Southern Colonies during the Americal Revolution. It outlines in a very personal way, the characters and events involved in the American victory at Kings Mountain. War and its effect on the civilian population are shown as the British attempt to subdue the rebellious colonies by a major show of force.

SuDoc No: I29.2:K61 Stock No: 024-005-00710-5
Price: (16 Aug 78) Unit $3.00

The First Stroke: Lexington, Concord and the Beginning of the American Revolution by Thomas Fleming and Louis S. Glanzman. National Park Service: 1978, il., 95p.

This study outlines the political developments and military encounters at Lexington and Concord. Two colored maps pinpoint the places where important historical events occured. A running story line recounts events of the time and their effect on the American Revolution.

SuDoc No: I29.2:R32/3 Stock No: 024-005-00662-1
Price: (14 Jul 78) Unit $3.00

Energy Workbook for Parks by Lee Stephenson and Nancy Strader. National Park Service: 1978, il., 96p.

Designed to communicate concepts related to energy; how it works, and its importance to society by the use of activities and games. Written especially for use by persons in parks and nature centers so not all ideas are practically suited for the elementary school.

SuDoc No: I29.9/2:En2 Stock No: Not Available
Price: (23 Mar 78) Unit Not Available

Many-Storied Mountains: The Life of Glacier National Park by Greg Beaumont. National Park Service: 1978, il., 138p.

Colorful and majestic, "the land of shining mountains", comes alive as you view the wildlife and flora of this magnificant area. A guide to the mammals that live in the park is included. Physical and climactic factors are compared and contrasted as a wide variety of park scenes are pictured.

SuDoc No: I29.62:G45 Stock No: 024-005-00709-1
Price: (6 Oct 78) Unit $3.50

Fifty Birds of Town and City. Fish and Wildlife Service, Bureau of Sport Fisheries and Wildlife: 1973, il., 50p.

This book is geared to the fifty birds which might be seen in your city. The paintings are by Bob Hines. It is the intent to suggest, that these birds can live in our towns and cities as long as a healthy habitat is provided. Birds are listed alphabetically, one bird per page, with a picture and short annotation about the size of the bird, where it might be found in the U. S., where it will nest, what it eats and some of its habits.

SuDoc No: I49.2:B 53/4 Stock No: 024-010-00382-1 (Cloth)
Stock No: 024-010-00332-4 (Paper)
Price: (12 April 78 Unit $2.20 (Paper)

Diving Ducks. Fish and Wildlife Service: 1971, il., 16p.

This leaflet identifies the "diving duck" and tells about their habits and their great dependence upon water. There is a section about Autumn migration and wintering, followed by Spring migration, breeding and courtship.

Our responsibility in the preservation of our natural heritage and the need to halt the unnecessary destruction of our nation's wetlands is stressed. The text is by James Sieh and Lawrence DeBates; illustrations by George Gard.
SuDoc No: I49.13/3:D85 Stock No: 024-010-00254-9
Price: (27 Jul 76) Unit $ .35

Katy's Coloring Book About Drugs and Health. Department of Justice, Bureau of Narcotics and Dangerous Drugs: 1970, il,, 19p.

This coloring book is intended to be used as a basis for instruction of the place of medicine and drugs in childrens' lives. "Only Sick People Need Drugs", is the theme which is emphasized. Reaching children as early as possible so that their experiences with drugs will bring this theme to their minds over and over, is the purpose of this book. Preschoolers to second graders would be the audience for this booklet. Children need to be helped by adults to understand the ideas included if they are to be effective. A guide for parents and teachers is included in the back of the booklet.
SuDoc No: J24.2:K 15 Stock No: 027-004-00011-3
Price: (23 Mar 79) Unit $1.10

Children and Poetry: A selective, Annotated Bibliography. Compiled by Virginia Haviland and William Jay Smith. Library of Congress: 1979, il., 84p.

This revised edition contains works and anthologies of rhymes and serious poetry; the old as well as the new. Included are translations from all over the world. Most listed items are in print. Replete with illustrations selected from some of the many books annotated.
SuDoc No: LC 1.12/2:P75/979 Stock No: 030-000-00099-4
Price: (23 Mar 79) Unit $3.00

Children's Literature: A Guide to Reference Sources by Virginia Haviland. Library of Congress: 1966, il., 341p.

Preparation for these publications began soon after the Children's Book Section was established in the Library of Congress in March of 1963. Annotations are done for each listed item with frequency of publication and partial cataloging information given. Books, paperback books, and periodicals for and about children are included.
SuDoc No: LC 2.8:C43 Stock No: 030-001-00014-1
Price: (30 Mar 74) Unit $5.45
Supplements:

A Guide to Reference Sources by Virginia Haviland.
Su Doc No: LC 2.8:C43/Supp. Stock No: 030-001-00044-3
Price: (28 Mar 74) Unit $5.50

A Guide to Reference Sources by Virginia Haviland.
SuDoc No: LC 2.8:C43/Supp. 2 Stock No: 030-001-00075-3
Price: (28 Dec 77) Unit $7.75

Children's Books, 1977: A List of Books for Preschool Through Junior High School Age by Virginia Haviland. Library of Congress: 1978, 20p.

Brief citations including review listings and grade level usage are presented in this publication. Subject headings are used to separate listings with brief annotations and partial cataloging information. Earlier annual issues beginning with 1964 are also available.

SuDoc No: LC 2.11:977 Stock No: 030-001-00085-1
Price: (6 Apr 78) Unit $ .90

Commemorative Stamp Posters. United States Postal Service.

Each poster provides basic specifications and background information on the design of newly issued stamps. Included are procedures for ordering first day cancellations. Subscription includes posters issued irregularly for a period of one year.

SuDoc No: P 1.26/2: Stock No: 039-000-81001-8
Price: (29 Aug 78) Unit $11.00

United States Postage Stamps: An Illustrated Description of All United States Postage Stamps and Special Service Stamps. United States Postal Service: 1970, il., 287p.

Covers postage stamps issued from July 1, 1847 to June 30, 1970. Suppliments are issued periodically. Individual descriptions contain brief notes on production commemorative purpose, if any, and unusual design features plus the date and place of the first sale. Illustrations are black and white. For the budding philatelist there is information on obtaining first-day covers.

SuDoc No: P 4.10:970 Stock No: 039-000-00224-8
Price: (19 Nov 73) Unit $3.20
Supplement: July 1970 to February 1972.
SuDoc No: P 4.10:970/trans 2 Stock No: 039-000-00243-4
Price: (23 Apr 74) Unit $1.50
Supplement: February 1972 to December 1973.
SuDoc No: P 4.10:970/trans 3 Stock No: 039-000-00251-5
Price: (19 Dec 74) Unit $1.30
Supplement: During 1974.
SuDoc No: P 4.10:970/trans 4 Stock No: 039-000-00255-8
Price: (15 Jul 76) Unit $1.30
Supplement: During 1975.
SuDoc No: P 4.10:970/trans 5 Stock No: 039-000-00256-6
Price: (7 Dec 76) Unit $1.25
Three-Ring Plastic Binder
SuDoc No: P 4.10:970/Binder Stock No: 039-000-00225-6
Price: (4 Apr 74) Unit $3.45

Background Notes Subscription Service. State Department, Bureau of Public Affairs: Annual publication of 75 new or updated notes.

Leaflets on different countries with economic insights, people profiles, history, government and travel notes are the basis for this series. Small black, gray and white maps give an idea of the geographic location of the area. Supplemental material for geographic studies can be drawn from this source.

SuDoc No: S1.123 Stock No: 044-000-81001-8
Price: (20 Oct 78) Subscription $31.00

Nation in Motion: Historic American Transportation Sites by Elizabeth Rogers and John Kneebone. Transportation Department: 1976, il., 133 p.

Identifies those transportation-related sites that might be considered for inclusion on the U.S. National Register of Historic Places. Not definitive but rather includes those sites "too often taken for granted". Modes of transportation, airways to waterways, are covered by state with chronological subdivisions.

SuDoc No: TD1.2:N21/6 Stock No: 050-000-00127-0
Price: (18 Mar 77) Unit $2.50

It Hurts When They Cry, "Bumps" Activity Book. Consumer Product Safety Commission: 1976, il., 23 p.

This activity book has pictures to color, puzzles to solve, and games to play. A teacher's guide is available to accompany the activity book.

SuDoc No: Y3.C76/3:2B88 Stock No: 052-003-00177-2
Price: (29 Jul 76) Unit $ .50

It Hurts When They Cry, "Bumps" Activity Guide, Teacher's Guide. Consumer Product Safety Commission: 1977, il., 17 p.

This is the teacher's guide to supplement the *"Bumps" Activity Book*.

SuDoc No: Y3.C76/3:2B88/guide Stock No: 052-011-00159-7
Price: (10 Oct 77) Unit $ .90

For Kids' Sake..., Think Toy Safety, Coloring Book. U.S. Consumer Product Safety Commission, 1977, il., 12 p.

Each color picture has a caption dealing with toy safety. Space is provided at the end for the child to draw their own "safe" toy and "unsafe" toy. Concepts such as the purchase of safe toys, putting toys away, reading directions, keeping toys away from babies, fixing broken toys, loud toys, flying toys and so forth are mentioned.

SuDoc No: Y3.C76/3:2K54/3 Stock No: 052-011-00134-1
Price: (11 Apr 77) Bulk $5.00 (25)

Toy Safety Curriculum: Little Leon, the Lizard. Consumer Product Safety Commission, 1977, il., 24 p.

This publication for children of pre-school age through grade 2 had a story about toy safety with pictures to color. An Activity Guide is available to accompany the storybook. It should be used as a follow-up after the students have heard the story and seen the pictures. A large poster chart is provided also. "The overall objectives are to make students aware of toy safety, encourage safe play practices and foster concern for the safety of others."

SuDoc No: Y3.C76/3:2L72 Stock No: 052-003-00292-2
Price: (7 Feb 77) Unit $ .60
Accompaning Teachers Guide
SuDoc No: Y3.C76/3:2L72/2 Stock No: 052-003-00293-1
Price: (5 Jan 77) Unit $ .70

Play Safety Coloring Book. U.S. Consumer Product Safety Commission. 1977, il., 12 p.

Captions under each coloring picture stress good playground safety to children and provide good discussion starters for classroom use.

SuDoc No: Y3.C76/3:2P69 Stock No: 052-003-00307-4
Price: (7 Apr 77) Unit $ .80

Playground Safety is Not Monkey Business. U.S. Consumer Product Safety Commission Folder, 1977, il., 4 panel folder.

This folder points out the nine playground equipment dangers which teachers and parents should be aware of and suggestions for concepts to teach children that will help them to learn that "safe play can still be fun play...that Playground Safety isn't Monkey Business."

SuDoc: Y3.C76/3:2P69/2 Stock No: 052-003-00308-2
Price: (16 Mar 77) Bulk $7.50 (100)

Outdoor Playground Equipment, Play Happy, Play Safely Coloring Book. Consumer Product Safety Commission: 1978, il., 12 p.

Each color picture in this booklet has a caption dealing with playground safety. Say-Hey, the safety frog, is introduced and is pictured on each page.

SuDoc No: Y3.C76/3:2P69/4 Stock No: 052-011-00186-4
Price: (21 Jun 78) Bulk $2.75 (10)

Sprocket Man: Consumer Product Safety Commission: 1978, il., 26 p.

Written in comic book form this publication helps students become aware of the dangers involved in bicycle riding. By showing students what might happen if safety rules are not followed Sprocket Man makes very important points. Checking your bicycle for problem spots and keeping it in shape is stressed.

SuDoc No: Y3.C76/3:2Sp8 Stock No: 052-011-00174-1
Price: (8 Dec 77) Unit $1.10

A Bicycle Built For You: Care Cautions and Creative Activities. Consumer Product Safety Commission. 1977, Folder, four panels and 6 spirit duplicating masters.

This bicycle safety program includes student activities and instructions for teachers. Rules on safe driving and potential neighborhood hazards are listed. Students can become familiar with how their bicycles function and how to avoid common mistakes that can cause injury.

SuDoc No: Y3.C76/3:8B47/4 Stock No: 052-011-00141-4
Price: (6 Jul 77) Unit $2.00

A Guide to Flammable Products and Ignition Sources-for Elementary Schools. Consumer Product Safety Commission: 1977, il., 27 p.

This publication contains information about flammables and ignition sources of all types. It also offers ideas for activities that might be useful teaching aids. Puzzles, role playing, word games and stories are methods used to make students aware of the danger of fire. Included is a helpful home safety check list.

SuDoc No: Y3.C76/3:8F61/5 Stock No: 052-011-00145-7
Price: (29 Jul 77) Unit $1.50

Play Happy, Play Safely: Playground Equipment Guide, For Teachers, Park and Recreation Directors, Parents, Youth Leaders, and Other Concerned Adults. U.S. Consumer Product Safety Commission: 1977, il., 12 p.

Included in this booklet are ideas about what you can do to help a child "Play Happy, Play Safely", the concept and necessity of play, selection, use, installation, maintenance, and repair of playground equipment, a checklist for use when shopping for playground equipment, when supervising children at play, or when conducting installation operations or maintence checks, and illustrations and information about the nine playground equipment dangers.

SuDoc No: Y3.C76/3:8P69 Stock No: 052-011-00153-8
Price: (29 Dec 77) Unit $ .90

Play Happy, Play Safely, Playground Equipment Handbook, A Resource Reference Guide for Teachers and Group Leaders. U.S. Consumer Products Safety Commission: 1977, il., 30 p.

This handbook is to help you to become informed about the dangers of playground equipment. It lists accident statistics, their causes, and other research data. It gives specific advice on how to select, use, install, maintain, and repair equipment. Advice on how to instruct children about the use of equipment and supervising children's play is provided. Appendix A is a glossary of playground equipment safety terms and B is a reference list and additional resource list and films.

SuDoc No: Y3.C76/3:8P69 Stock No: 052-011-00170-8
Price: (5 Nov 77) Unit $1.40

Medium Big Kids, for Ages 6-9, "Play Happy, Play Safely." U.S. Consumer Product Safety Commission: 1977, il., 20 p.

This book written by children, for children presents the potential hazards of playground equipment. Say-Hey, a talking frog, his animal friends, and other characters are illustrated. Includes poems, stories and pictures to color. The "Adult's Corner" presents ideas for teaching children how to use each type of playground equipment.

SuDoc No: Y3.C76/3:8K54 Stock No: 052-011-00155-4
Price: (4 Jan 78) Bulk $7.25 (25)

Little Big Kids, for Ages 3-5, "Play Happy, Play Safely." U.S. Consumer Product Safety Commission: 1977, il., 12 p.

In this story book for children and adults Say-Hey the talking frog and his friends explain the potential hazards of playground equipment. The "Adult's Corner" section presents suggestions for teaching children how to use each type of playground equipment safely.

SuDoc No: Y3.C76/3:8K54/2 Stock No: 052-011-00157-1
Price: (4 Jan 78) Bulk $6.00 (25)

Big Big Kids, for Ages 10-12, "Play Happy, Play Safely." U.S. Consumer Product Safety Commission: 1977, il., 12 p.

The hazards of playground safety are presented through poems and short stories written by children for children. Incorporates Say-Hey the talking frog and includes dot-to-dot, color and other activities. Adult's corner section suggests ways to instruct children in playground safety.

SuDoc No: Y3.C76/3:8K54/3 Stock No: 052-011-00156-2
Price: (4 Jan 78) Bulk $7.75 (25)

A Guide to Teaching Poison Prevention in Kindergartens and Primary Grades. U.S. Consumer Product Safety Commission: 1977, il., 63 pg.

This is the third publication of this manual. It is intended to be used as part of a nationwide effort to reduce the toll of childhood injuries and deaths from accidental poisoning. Contents include background information of the problem, teaching objectives, specific objectives for pupils, understandings to be developed, motivation, suggested approaches, appropriate placement of material, working with parents and the community. The second section includes a variety of learning experiences and activities, followed by culminating activities, evaluation, resources for the teacher, supplemental worksheets and activities for pupils.

SuDoc No: Y3.C76/3:8P75/2 Stock No: 052-003-00257-4
Price: (21 Jan 77) Unit $1.25

Congressional Pictorial Directory, 95th Congress, January 1977. Congress, Joint Committee on Printing: 1977, il., 202 p.

Directory measures 5 1/2 by 4 1/4 inches. "Contains photographs of the President, Vice President, Members of the Senate and House, officers of the Senate and House and officers of the Capitol, a list of the State delegations, and an Alphabetical List of Senators and Representatives."

SuDoc No: Y4.P93/1:1P/95 Stock No: 052-070-03895-1
Price: (4 Jan 77) Unit $2.00

Official Congressional Directory, 1977. Congress, Joint Committee on Printing: 1977, il., 1116 p.

While concentrating upon the Congress, its membership and activities, this directory includes top echelon personnel from throughout the Federal bureaucracy, U.S. and foreign diplomatic representatives and offices, and international organizations with offices in the U.S. Directory is clothbound with thumbindex.

SuDoc No: Y4.P93/1:1/95-1/ind. Stock No: 052-070-03931-1
Price: (18 Feb 77) Unit $12.95

Regular clothbound edition
SuDoc No: Y4.P93/1:1/95-1/reg. Stock No: 052-070-03930-2
Price: (18 Feb 77) Unit $8.50

Paperbound edition
SuDoc No: Y4.P93/1:1/95-1/paper Stock No: 052-070-03929-9
Price: (18 Feb 77) Unit $6.50

Supplement for 2nd Session of the 95th Congress
SuDoc No: Y4.P93/1:1/95-1/supp. Stock No: 052-070-04351-2
Price: (9 Dec 77) Unit $2.00

Other Sources

The National Archives and Records Service publishes a list of publications, facsimiles and reproductions of historical documents entitled "Documents from America's Past". Request from the General Services Administration, Publication Sales Branch (NEPS-G), Washington, D. C. 20408.

Topographic maps for Kansas and other areas west of the Mississippi River are obtainable from the U. S. Geological Survey, Denver Branch of Distribution, Box 25046, Federal Center, Denver, Colorado 80225.

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Number 2
1980

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GP 3.17: vol./no. free

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The State Documents of Kansas Catalog is cataloged on OCLC, an online bibliographic data base. The State Library then receives monthly computer tapes which contain records of this cataloging activity. These tapes are processed on the state's IBM 370-155 computer which produces the catalog and the index. The catalog and index is published four times a year. The index cumulates over each year, so the final index to each volume will be an index to that entire volume. As supplements, a list of government authors, and a cumulative serials list will be published each year. The serials list will contain all serially published state documents cataloged so far. A subscription to the State Documents of Kansas Catalog is $8.00 a year. Write to the Kansas State Library, 3rd Floor, State Capitol, Topeka, Kansas, 66612.

CURRENT TOPICS

The following publications will provide information on the topics of disabled people and womens rights. For additional publications you could consult SB 207, Civil Rights and Equal Opportunity; SB 37 The Handicapped; SB 6, Minorities; and SB111, Women.

	Date	pp.	Stock Number	Price
Pocket Guide to Federal Help for the Disabled Person	1979	20	017-000-00216-3	$ 1.00
People...Just Like You: About Handicaps and Handicapped People (An Activity Guide)	1979	36	040-000-00405-0	1.60
Accessible Buildings for People with Severe Visual Impairments	1979	118	023-000-00515-8	4.00
Adaptable Dwellings	1979	38	023-000-00513-]	2.00
Access to the Built Environment: A Review of the Literature	1979	150	023-000-00516-6	4.75
The Estimated cost of Accessible Buildings	1979	153	023-000-00510-7	4.75
Selected Bibliography on Barrier-Free Design	1979	19	023-000-00512-3	1.50
Development of Individualized Education Programs (IEPs) for the Handicapped in Vocational Education	1979	60	017-080-01954-0	2.40
Job Placement and Adjustment of the Handicapped: An Annotated Bibliography	1979	24	017-080-01970-1	1.40
A Handbook on the Legal Rights of Handicapped People	1976	52	040-000-00355-0	1.80
A Summary of Selected Legislation Relating to the Handicapped	1979	42	017-060-00138-1	2.25

Current Topics	Date	pp.	Stock Number	Price
Elderly and Handicapped Transportation: Local Government Approaches	1979	60	050-000-00148-2	$ 2.50
Women's Rights in the United States of America	1979	15	005-000-00194-3	1.10
The Guidance Needs of Women	1979	16	017-080-01972-8	1.20
A Working Woman's Guide to Her Job Rights	1978	32	029-016-00056-9	1.60
The Legal Status of Homemakers in Kansas	1977	36	052-003-00346-5	1.25

GENERAL

The following publications cover a wide variety of topics, from A-V to Space. Some are designed for teachers and students, others might interest the general library patron. One, Horsemanship and Horse Care should be a "best seller" here in Kansas. This is just a sampling of the many publications available on a wide variety of subjects.

	Date	pp.	Stock Number	Price
Sexually Transmitted Diseases	1979	23	017-044-00032-0	1.50
The Role of the School Library Media Program in Networking	1978	91	052-003-00622-7	2.75
Enactment of a Law: Procedural Steps in the Legislative Process	1979	28	052-071-00580-3	1.30
Talking to Children about Death	1979	16	017-024-00949-1	1.50
Trainer Manual	1979	114	017-024-00944-0	7.50
Session Outline Cards	1979	112	017-024-00945-8	5.50
Resource Book	1979	326	017-024-00943-1	6.50
Cigarette Smoking as a Dependence Process	1979	194	017-024-00895-8	4.50
Iran: US Hostage Case to World Court	1979	6	044-000-01761-0	.75
Skylab, our First Space Station	1977	164	033-000-00670-5	7.00

General	Date	pp.	Stock Number	Price
The World of Tomorrow: Aerospace Activities for 8- to 10-years-olds	1978	60	033-000-00745-1	$ 3.00
Wildlife and America	1978	532	041-011-00043-2	11.00
"Nature to be Commanded"	1978	95	024-001-03011-0	7.00
Painting Inside and Out	1978	26	001-000-03874-5	1.30
Fireplaces and Chimneys	1963, rep. 1978	23	001-000-01520-6	1.00
Renovate an Old House?	1976, rep. 1978	21	001-000-03505-3	1.10
"The Place Where Hell Bubbled Up," A Histroy of the First National Park	1972	68	024-005-00486-6	1.35
A Reference List of Audiovisual Materials Produced by the United States Government, 1978	1978	396	052-003-00497-6	5.75
Issues in the Middle East	1973	40	041-015-00046-2	2.00
The Martian Landscape	1978	160	033-000-00716-7	12.00
Pioneer Saturn Encounter	1979	28	033-000-00774-4	3.00
Chariots for Apollo: A Histroy of Manned Lunar Spacecraft	1979	541	033-000-00768-0	9.00
Horsemanship and Horse Care	1975	48	001-000-01475-7	.75
Cooking for Small Groups	1974, rep. 1976	22	001-000-03210-1	.35
Pocketbook for Environmental Awareness: People & Natural Resources	1975, rep. 1976	130	024-000-00821-5	1.65
People and Natural Resources	1975	71	024-000-00822-3	1.90
America's Guardian of Natural Resources	1978	39	024-000-00848-7	1.70
Living with our Environment, Yearbook Number 12	1978	120	024-000-00845-2	3.75
Our Environment and Our Natural Resources; Indivisibly One, Yearbook Number 8	1978	96	024-000-00751-1	3.15

General	Date	pp.	Stock Number	Price
Out of Africa	1979	223	047-000-00357-1	$12.00
Man...An Endangered Species? Yearbook Number 4	1968, rep. 1979	100	024-000-00446-5	3.70
Comparing the Planets 32 x 56 NASA wall chart	1979		033-000-00744-2	1.50
Cheese Varieties and Descriptions	1953, rev. 1978	151	001-000-03737-4	2.75
Buying a Used Appliance	1974	7	001-000-03359-0	.35
Metric Measures and the Consumer	1976	7	017-012-00232-3	.45
Earth Trek...Explore your Environment	1977	40	055-000-00170-7	1.80
American Weather Stories	1976	116	003-018-00070-9	3.75
A Guide to Flammable Products and Ignition Sources For Adult Consumers	1977	17	052-011-00146-5	1.30
A Guide to Flammable Products and Ignition Sources For Elementary Schools	1977	27	052-011-00145-7	1.50
A Guide to Flammable Products and Ignition Sources For Secondary Schools	1977	32	052-011-00147-3	1.60
A Guide for Improving Performance Appraisal	1979	28	006-000-01121-7	1.75

REFERENCE

Some of the following titles are rather standard reference materials. Titles like the Statistical Abstract, U.S. Government Manual and Budget in Brief were easy choices. One title, Maps for America is especially recommended. Chapter 9, "Cartographic Information Sources" contains a wealth of sources for acquiring maps and explains in detail all the major mapping agencies of the United States.

	Date	pp.	Stock Number	Price
Statistical Abstract of the U.S.	1979	1057	003-024-02130-7	$ 9.00
United States Government Manual 1979-80	1979		022-003-00982-5	7.50

Reference	Date	pp.	Stock Number	Price
Ducks at a Distance A Waterfowl Identification Guide	1978	52	024-010-00442-8	$ 1.80
Maps for America	1979	265	024-001-03145-1	11.00
American Indian Calendar 1979	1979	96	024-002-00067-5	2.30
License Plates, 1979	1979		050-001-00141-1	1.25
The Nation's Water Resources, 1975-2000, Vol. 1: Summary	1979	86	052-045-00051-7	5.00
Documents Illustrative of the Formation of the Union of the American States	1979	398	052-071-00001-1	16.70
Your Medicare handbook	1979	62	017-070-00330-3	1.90
Modernized Metric System: The International System of Units	1972		003-003-01072-3	.65
A Guide to Budgeting for the Young Couple	1978	15	001-000-03880-0	.90
Fifty Birds of Town and City	1973, rep. 1979	50	024-010-00382-1	4.00
Cavity-Nesting Birds of North American Forests	1977	112	001-000-03726-9	3.50
Student Pilot Guide	1979	36	050-007-00476-1	2.25
Wood Handbook Wood as an Engineering Material	1974, rep. 1978	433	001-000-03200-3	10.00
CB: Citizens Band Radio Service Rules	1978	56	004-000-00356-0	1.25
The United States Budget in Brief	1980		041-001-00184-1	2.25
The Back-Yard Mechanic Volume 1	1976, rep. 1978	57	008-070-00374-1	1.60
The Back-Yard Mechanic Volume 2	1978	77	008-070-00406-2	1.60
Standard First Aid Training Course	1962, rev. 1978	151	008-047-00260-2	3.75
Instructor Syllabus	1962, rev. 1978	70	008-047-00261-1	2.50

Reference	Date	pp.	Stock Number	Price
Social Security Handbook	1978, rep. 1979	525	017-070-00299-4	$ 4.75
Spotter's Guide for indentifying and Reporting Severe Local Storms	1975, rep. 1979	15	003-018-00006-7	1.00
Cloud Code Chart	1972, rep. 1978		003-018-00050-4	.75

ENERGY

Energy is a rather standard topic today and the publications listed would help a teacher develop a unit of study or a librarian become more knowledgeable about solar hot water. SB 58, Energy Conservation and Resources should also be consulted, as well as SB 9, Solar Energy.

	Date	pp.	Stock Number	Price
New and Retrofitted Facillities for Energy Conservation	1979	13	017-080-01980-9	$ 1.20
Biomass: Solar Energy From Farms and Forests	1979	13	061-000-00333-9	1.00
Gasohol: A Technical Memorandum	1979	99	052-003-00706-1	3.50
Synthetic Fuels	1979	476	052-070-05132-9	8.50
Space Heating Handbook With Service Hot Water and Heat Loads	1978	19	061-000-00148-4	1.20
Solar Hot Water Handbook	1978	15	061-000-000137-9	1.00
Guidelines for Residential Oil Burner Adjustment	1975	24	055-003-00085-8	.65
Efficiency in the use of Gas	1978	121	061-000-00106-9	4.25
Solar Energy Project Teacher's Guide	1979	48	061-000-00231-4	2.20
Solar Energy Project General Solar Topics	1979	76	061-000-00231-6	2.50
Solar Energy Project Junior High Science	1979	116	061-000-00228-6	2.75
Solar Energy Project Earth Science	1979	91	061-000-00232-4	2.75

Energy	Date	pp.	Stock Number	Price
Solar Energy Project Chemistry & Physics	1979	74	061-000-00299-4	$ 2.20
Solar Energy Project Biology	1979	35	061-000-00230-8	1.70
Solar Energy Project Text	1979	102	061-000-00233-2	2.75
Solar Energy Project Reader	1979	108	061-000-00235-9	2.75
Regional Guidelines for Building Passive Energy Conserving Homes	1978	312	023-000-00481-0	5.25
In the Bank...Or up the Chimney? A Dollars and Cents Guide to Energy-Saving Home Improvements	1975, Rev. 1977	77	023-000-00411-9	1.70
Solar Dwelling Design Concepts	1978	146	0023-000-00334-1	2.30
Home Energy Saver's Workbook	1977	29	41-018-00116-6	1.00
Energy Management Checklist for the Home	1975	6	001-000-03440-5	.75

GARDENING

Well, it's that time of year again--Green Thumbs Time. This brief listing could easily be supplemented by SB 1, Home Gardening of Fruits and Vegetables, and SB 38, Floriculture. At the end of the gardening season you could select additional publications that are listed in SB 5, Canning, Freezing, and Storage of Food, or SB 65, Cookbooks and Recipes.

	Date	pp.	Stock Number	Price
Gardening for Food and Fun: The 1977 Yearbook of Agriculture	1977	392	001-000-03679-3	$ 6.50
Growing Peonies	1970	11	001-000-03807-9	.80
Mulches for Your Garden	1971	folder	001-000-01172-3	.50
Minigardens for Vegetables	1970	12	001-000-03834-6	1.00

Gardening	Date	pp.	Stock Number	Price
Growing Vegetables in the Home Garden	1972, rep. 1974	59	001-000-02604-6	$ 1.75
Dwarf Fruit Trees: Selection and Care	1976	8	001-000-03563-1	.35
Growing Tomatoes in the Home Garden	1978	14	001-000-03822-2	.90
Lawn Insects: How to Control them	1979	19	001-000-03916-4	1.00
Home Freezing of Fruits and Vegetables	1965, rep. 1978	48	001-000-02448-5	1.30

Geological Survey Maps

Indexes of topographic maps published for each state are available free on request to:

Branch of Distribution
U.S. Geological Survey
1200 South Eads Street
Arlington, VA 22202

or

Branch of Distribution
U.S. Geological Survey
P.O. Box 25286
Denver Federal Center
Denver, CO 80225

The indexes contain lists of special maps, addresses of local map libraries, local map dealers, and Federal map distribution centers. An order blank and detailed instructions for ordering maps are supplied with each index.
The index map shows on one sheet the map coverage for four map catagories:

- 7.5 and 15 minute series
- 1:250,000 scale maps
- International Map of the World series
- Sectional map series and State map series

Maps of the Countries of the World

The CIA prepares detailed maps of almost every country of the world with information on the international boundries, capitals, ports, airfields, roads, railroads, population patterns, and density, centers of economic activity, land utilization, industrial centers, basic industries and natural resources.

The maps listed below are available from G.P.O.:

Country	Stock Number	Price	Country	Stock Number	Price
lgeria	041-015-00104-3	$1.50	Korea, North	041-015-00030-6	$1.25
ambodia	041-015-00004-7	1.25	Korea, South	041-015-00053-5	1.25
ile	041-015-00020-9	1.50	Lebanon	041-015-00101-9	1.50
ina	041-015-00106-0	1.90	Libya	041-015-00063-2	1.25
yprus	041-015-00025-0	1.50	Malta	041-015-00041-1	1.25
zechoslovakia	041-015-00070-5	1.50	Mexico	041-015-00100-1	1.25
enmark	041-015-00064-1	1.50	Namibia	041-015-00097-7	1.25
ast Germany	041-015-00050-1	1.50	Poland	041-015-00090-0	1.25
thiopia	041-015-00022-5	1.25	Romania	041-015-00109-4	1.50
ance	041-015-00108-6	1.50	Saudi Arabia	041-015-00107-8	1.50
eece	041-015-00062-4	1.50	Senegal	041-015-00023-3	1.50
atemala	041-015-00029-2	1.50	Singapore	041-015-00038-1	1.25
yana	041-015-00044-6	1.50	Somali and Djibouti	041-015-00089-6	1.25
nduras	041-015-00048-9	1.50	South Vietnam	041-015-00021-7	1.50
ngary	041-015-00031-4	1.25	Southern Rhodesia	041-015-00110-8	1.50
eland	041-015-00040-0	1.25	Spain	041-015-00069-1	1.50
donesia	041-015-00027-6	1.25	Thailand	041-015-00068-3	1.50
an	041-015-00039-0	1.25	Tunisia	041-015-00015-2	1.25
aq	041-015-00102-7	1.25	Turkey	041-015-00067-5	1.50
rael	041-015-00091-8	1.25	U.S.S.R.	041-015-00096-9	1.25
aly	041-015-00056-0	1.25	Venezuela	041-015-00003-9	1.50
maica	041-015-00093-4	1.50	Yemen (Ade)	041-015-00113-2	1.50
rdan	041-015-00026-8	1.25	Yemen (San'a)	041-015-00033-1	1.25
nya	041-015-00065-9	1.25	Zaire	041-015-00032-2	1.25

Foreign Area Studies

The following books are part of the highly regarded Department of the Army Area Handbook series. Each book deals with a particular country, describing and analyzing its economic, military, political, and social systems and institutions and the ways that they are shaped by cultural factors. Origins and traditions of the people and their social and national attitudes are featured. Those countries with a subtitle, A Country Study will be one of the new Area Handbooks, published since 1978 with several format modifications. Consult Subject Bibliography number 166 for a complete listing of available Area Handbooks.

Country	Date	pp.	Stock Number	Price
Algeria	1978. 1979	370	008-020-00791-9	$ 9.00
Angola	1967, rep. 1976	439	008-020-00204-6	7.75
Argentina	1974, rep. 1975	404	008-020-00536-3	7.20
Bolivia	1974, rep. 1976	417	008-020-00506-1	6.15
Brazil	1975	482	008-020-00564-9	7.75
Burma	1971, rep. 1976	341	008-020-00391-3	5.90
Chile	1969, rep. 1979	509	008-020-00495-2	10.00
Democratic Republic of Sudan	1973, rep. 1978	352	008-020-00440-5	5.50
Dominican Republic	1973, rep. 1976	261	008-020-00484-7	7.15
Egypt	1976, rep. 1977	454	008-020-00605-0	10.00
Ethiopia	1971, rep. 1974	554	008-020-00365-4	8.25
Guatemala	1970, rep. 1977	364	008-020-00215-1	9.50
Guyana	1969, rep. 1975	378	008-020-00218-6	6.95
India	1975	648	008-020-00572-0	9.05
Indonesia	1975	488	008-020-00436-7	7.50
Israel	1978. 1979	414	008-020-00790-1	9.50
Ivory Coast	1973, rep. 1976	449	008-020-00481-2	7.60
Kenya	1976, rep. 1978	472	008-020-00614-9	8.10
Khmer Republic (Cambodia)	1973, rep. 1974	389	008-020-00445-6	6.50
Laos	1972, rep. 1974	337	008-020-00467-7	9.00
Lebanon	1974, rep. 1976	354	008-020-00440-5	5.50
Malaysia	1977	454	008-020-00637-8	10.00
Mexico	1975	450	008-020-000585-1	9.50
Mongolia	1970, rep. 1974	502	008-020-00509-6	6.70
Mozambique	1977	240	008-020-00716-1	6.50
North Korea	1976	394	008-020-00606-8	8.00
North Vietnam	1967	494	008-020-00202-0	4.35
Pakistan	1975, rep. 1978	455	008-020-00573-8	7.60
People's Republic of China	1972, rep. 1973	729	008-020-00418-9	8.95
Peru	1972, rep. 1977	429	008-020-00436-7	7.50
Phillippines	1976	458	008-020-00619-0	6.90
Republic of Turkey	1973, rep. 1977	415	008-020-00496-1	5.90
Rwanda	1969	212	008-020-00220-8	4.90
Saudi Arabia	1977	389	008-020-00628-9	6.30
Senegal	1974, rep. 1977	410	008-020-000521-5	7.75
South Korea	1975	416	008-020-00592-4	6.90
South Vietnam	1967, rep. 1978	511	008-020-00333-6	8.75
Thailand	1971, rep. 1973	413	008-020-00384-1	7.25
Zaire	1978. 1979	332	008-020-00776-5	7.75

Kansas. List of Published Soil Surveys

The U.S. Department of Agriculture, in cooperation with state agricultural experiment stations and other federal and state agencies, has been making soil surveys and publishing them since 1899. Published soil surveys contain, in addition to soil maps, general information about the agriculture and climate of the area and descriptions of each kind of soil. They include a discussion of the formation and classification of the soils in the area and also soil laboratory data when available. Most of the soil surveys published since 1957 contain soil maps printed on a photomosaic base. The usual map scale is 1:24,000, 1:20,000 or 1:15,840, depending on the needs of the area.

A soil survey published by the U.S. Department of Agriculture that is still in print can be obtained in one of the following ways:

Land users in the area surveyed and professional workers who have use for the survey can obtain a free copy from the state or local office of the Soil Conservation Service, from their county agent, or from their congressman. Many libraries keep published soil surveys on file for reference. Those with an * are no longer in print.

Soil Conservation Service
760 South Broadway
P.O. Box 600
Salina, KS 67401

*1904 ALLEN
*1938 ALLEN
1978 ALLEN
1977 ANDERSON
1977 BARBER
1931 BOURBON
*1905 BROWN
1960 BROWN
1975 BUTLER
1974 CHASE
1976 CHAUTAUQUA
*1912 CHEROKEE
1926 CLAY
1976 CLOUD
*1915 COWLEY
*1928 CRAWFORD
1973 CRAWFORD
*1927 DONIPHAN
1977 DOUGLAS
1973 EDWARDS
1975 ELLIS
1965 FINNEY
1965 FORD
*1904 GARDEN CITY AREA
1960 GEARY
1978 GOVE
1969 GRANT
1968 GRAY
1961 GREELEY

*1912 GREENWOOD
1961 HAMILTON
1971 HARPER
1974 HARVEY
1968 HASKELL
1973 HODGEMAN
1979 JACKSON
1977 JEFFERSON
*1912 JEWELL
1928 JOHNSON
1979 JOHNSON
1963 KEARNY
*1938 KINGMAN
1979 KINGMAN
*1926 LABETTE
1972 LANE
*1919 LEAVENWORTH
1977 LEAVENWORTH AND WYANDOTT
1964 LOGAN
1930 MARION
1977 MEADE
*1913 MONTGOMERY
1974 MORRIS
1963 MORTON
*1930 NEOSHO
1977 NESS
1977 NORTON
1977 OSBORNE

*1903 PARSONS AREA
1978 PAWNEE
1968 PRATT
*1911 RENO
1966 RENO
1967 REPUBLIC
1974 RICE
*1906 RILEY
1975 RILEY AND PART OF GEARY
*1903 RUSSELL
1959 SALINE
1965 SCOTT
1979 SEDGWICK
1965 SEWARD
*1911 SHAWNEE
1970 SHAWNEE
1973 SHERMAN
1978 SMITH
1961 STANTON
1961 STEVENS
1979 SUMMER
*1910 WESTERN KANSAS RECONNAISSANCE
1965 WICHITA
*1902 WICHITA AREA
*1927 WILSON
1931 WOODSON
1977 WOODSON

This section of the Selected U.S. and Kansas Publications for School and Public Libraries will be the listing of Kansas publications.

Bibliographies and Indexes: The State Documents of Kansas Catalog, v. 1 (1977-) is the official state documents checklist. It succeeded the Checklist of Official Publications of the State of Kansas, (v.1, no. 1, May 1953 - v. 13, no. 4, December 1976). The new catalog is a quarterly publication of the State Library of Kansas. It includes indexes which cumulate over each year, so the final index to each volume will be an index to that entire volume. As supplements, a list of government authors, which is included in this handout, and a cumulative serials list are published annually.

The two single most important bibliographic tools other than the State Documents of Kansas Catalog related to Kansas state documents, are Bessie E. Wilder's Bibliography of the Official Publications of Kansas 1854-1958, 318, p., published in 1965 by the Governmental Research Center, University of Kansas; and the Kansas Biennial Report, issued by the Kansas Office of the Secretary of State, of which 1978 is the latest issue.

Wilder is the definitive authority on Kansas state documents for the years covered in her work, but its use is hampered by those not familiar with Kansas agencies since it does not have an index.

The Kansas Biennial Report is an excellent guide to the structure and organization for Kansas state agencies, as well as their duties and major publications.

Ordering information: Acquisition of Kansas state documents is a somewhat cumbersome process because there is no centralized system of distribution comparable to the U.S. G.P.O. One must deal with each issuing agency separately, and each agency has its own policies and rules concerning distribution of its publications. Even more frustrating is the discovery that agencies sometimes appear to have no policy regarding distribution of some documents. In those cases, the only solution is for the library to try to set up a special arrangement with the issuing agency.

Bibliographical citations will include the following information: Title of publication, Agency name, and date of publication if known. Following each topical listing will be the addresses of the agencies.

AGING

Department on Aging issues the following popular brochures:
Legal Services for Older Kansans. Department on Aging 1979.
The Older Kansan. Department on Aging 1979.
Working to Improve the Quality of Life for Older Kansans. Department on Aging 1979.

Department on Aging
610 West 10th Street
Topeka, KS 66612

AGRICULTURE

Kansas Agriculture: Annual Report with Farm Facts. State Board of Agriculture.

A record of significant agricultural developments in Kansas for the year covered.

Various publications. Kansas State University, Agricultural Experiment Station.

Results of research conducted by the Experiment Station are published in scientific journals; in Station bulletins, circulars, pamphlets, reports of progress, research papers, and reports at field days and other special events; and in popular journals and news releases to the press and to radio and television stations. Inquiries about or requests for Station publications, copies of which are available free or at minimal charge to citizens of the state, should be sent to the Distribution Center, Umberger Hall, Kansas State University, Manhattan, 66506.

Various publications. Kansas State University, Cooperative Extension Service.

State Board of Agriculture
503 Kansas Avenue, 4th Floor
Topeka, KS 66603

Agricultural Experiment Station
Walters Hall, Room 113
Kansas State University
Manhattan, KS 66503

Cooperative Extension Service
Umberger Hall
Kansas State University
Manhattan, KS 66506

BUSINESS

Kansas. Department of Economic Development.

Articles, photographs and artwork are combined to promote and record the state's industry and culture.

Kansas Department of Economic Development Report. Department of Economic Development.

Highlights business location activities across the state as well as specialized information on world trade, tourism, and minority business activities across Kansas.

Directory of Kansas Manufacturers and Products. Department of Economic Development.

This essential publication provides detailed information about the 4,300 manufacturing-related firms in Kansas. Contains an alphabetical listing of firms, a geographic listing by counties and cities, classification by types of products, and a listing of research facilities.

Quarterly Kansas Economic Indicators. Wichita State University, College of Business Administration.

Contains various economic statistics for the Wichita SMSA, and the state.

Kansas Business Review. University of Kansas, Institute for Economic and Business Research.

Contains summaries and analyses of key economic indicators, and articles which discuss significant business and economic issues.

Department of Economic Development
503 Kansas Avenue, 6th Floor
Topeka, KS 66603

Center for Business and Economic Research
College of Business Administration
Wichita State University
Wichita, KS 67208

Institute for Economic and Business Research
319 Raymond Nichols Hall
University of Kansas
Lawrence, KS 66045

ENERGY OFFICE

The Kansas Energy Office publishes many popular brochures, as well as more technical reports on ways to save energy. Many are listed in:

Energy publications. Kansas Energy Office.

Energy Office
214 West 6th
Topeka, KS 66603

INSURANCE

The Insurance Department issues the following popular brochures:

Kansas Auto Insurance Facts to Help You. Insurance Department 1978.

Kansas Flood Insurance Facts to Help You. Insurance Department 1977.

Kansas Health Insurance Facts to Help Senior Citizens. Insurance Department 1977.

Kansas Home Owners Insurance Facts to Help You. Insurance Department 1977.

Kansas Life Insurance Facts to Help You. Insurance Department 1979.

Kansas Mobile Home Owners Insurance Facts to Help You. Insurance Department 1979.

Insurance Department
State Office Building, 1st Floor
Topeka, KS 66612

KANSAS GOVERNMENT

Kansas Biennial Report. Kansas Office of the Secretary of State.

Legislative Directory. Kansas Office of the Secretary of State.

Kansas Directory. Kansas Office of the Secretary of State.

Kansas Statistical Abstract. University of Kansas, Center for Public Affairs.

Kansas Histroy: A Journal of the Central Plains. Kansas State Historical Society.

Opinions of the Attorney General (Digest). Kansas Office of the Attorney General.

Population of Kansas as Reported by County Appraisers. Kansas State Board of Agriculture.

Kansas Population: Cities, Counties, Townships. Kansas State Board of Agriculture.

Governor's Legislative Message and Budget Report. Kansas Office of the Governor.

Kansas Annual Financial Report. Department of Administration. Division of Budget.

Governor's Budget Report. Kansas Office of the Governor.

Comparison of the Governor's Budget Report for Fiscal Year with Expenditures. Kansas Office of the Governor.

Various Audit Reports. Legislative Division of Post Audit.

Summary of Agency Budget Requests. Legislative Research Department.

Highlights: Kansas Legislature. Legislative Research Department.

Kansas Legislature: Summary of Legislation. Legislative Research Department.

Fiscal Year Budget Analysis. Legislative Research Department.

Kansas Administrative Regulations (K.A.R.). Office of the Revisor of Statutes.

Kansas Statutes Annotated (K.S.A.). Office of the Revisor of Statutes.

Office of the Secretary of State
State Capitol, 2nd Floor
Topeka, KS 66612

Kansas State Historical Society
120 West 10th Street
Topeka, KS 66612

Office of the Attorney General
Judicial Center, 2nd Floor
Topeka, KS 66612

State Board of Agriculture
503 Kansas Avenue, 4th Floor
Topeka, KS 66603

Office of the Governor
State Capitol, 2nd Floor
Topeka, KS 66612

Division of the Budget
State Capitol, Room 152E
Topeka, KS 66612

Legislative Division of Post Audit
Mills Building, Room 301
Topeka, KS 66612

Legislative Research Department
State Capitol, 5th Floor
Topeka, KS 66612

Office of the Revisor of Statutes
State Capitol, 3rd Floor
Topeka, KS 66612

MAPS

M series. Kansas State Geological Survey.

The surface features of Kansas. Kansas State Geological Survey.

Other important Kansas maps are listed in: McClain, Tom *Contemporary Kansas Maps: Selected Products for Map Users*, 1977. Kansas State Geological Survey, Environmental Geology Series, no. 1.

General Highway Maps. Department of Transportation.

Kansas Cities Maps. Department of Transportation.

Detour and Construction Activity Map. Department of Transportation.

Kansas Official Railroad Map. Kansas Corporation Commission.

Gas Pipe Line Map of Kansas. Kansas Corporation Commission 1974.

Map of the State of Kansas Showing Certified Areas of Investor-owned Electric Public Utilities. Kansas Corporation Commission 1975.

Map of the State of Kansas Showing Certified Areas of Natural Gas Public Utilities. Kansas Corporation Commission 1975.

Map of the State of Kansas Showing Certified Areas of Rural Electric Cooperatives. Kansas Corporation Commission 1976.

Map of the State of Kansas Showing Electric Transmission Lines, Power Plants Kansas Corporation Commission 1975.

Map of the State of Kansas Showing Telephone Exchange Areas. Kansas Corporation Commission 1975.

Kansas State Geological Survey
1930 Avenue A, Campus West
Lawrence, KS 66045

Department of Transportation
State Office Building, 7th Floor
Topeka, KS 66612

State Corporation Commission
State Office Building, 4th Floor
Topeka, KS 66612

KS:M3

Statistical Data in Kansas State Documents: A Select Annotated Bibliography

Bruce L. Flanders

Emporia State University
School of Library Science
Monograph Series Number 3
1981

STATISTICAL DATA IN KANSAS STATE DOCUMENTS: A SELECT ANNOTATED BIBLIOGRAPHY

Bruce L. Flanders
State Library of Kansas
January 1981

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A frequent planning and research need of Kansas organizations of all types is access to statistical information related to the state and local region. Kansas state agencies publish many documents containing useful statistics covering a wide range of topics.

The purpose of this select annotated bibliography is to provide access, by specific subject areas, to pertinent Kansas state documents. Related directories, annual reports, and government agencies' lists of publications have also been included. The documents contained in this bibliography were found in the State Documents of Kansas Catalog (1977-).

All of the listed publications are available on loan from the State Library of Kansas. There is also a network of depository libraries in Kansas which will have many of the documents. An availability code (S=State Library only; D=all depository libraries) indicates ownership. It is the responsibility of the individual depository to loan state agency publications within a system of cooperating libraries. Loan requests outside of a system of cooperating libraries should be directed to the State Library.

The depository library network in Kansas:

Emporia State University Library
Fort Hays State University Library
University of Kansas Library
Kansas State University Library
Pittsburg State University Library
Washburn University Library
Wichita State University Library

Dodge City Public Library
Great Bend Public Library
Hutchinson Public Library
Iola Free Public Library

Kansas City Kansas Public Library
Lawrence Public Library
Manhattan Public Library
Northwest Kansas Library System
Salina Public Library
Johnson County Public Library
Topeka Public Library
Wichita Public Library

Sample entry:

(a) *Annual summary of vital statistics*: *Kansas*. 1968- (b)
Kansas Department of Health and Environment, Bureau
(c) of Registration and Health Statistics. (D) (d)

(e) Provides data collected through the registrations of live births, fetal deaths and abortions, deaths, marriages, divorces and annulments.

(a) Title of the document.
(b) Beginning date if serial, date of publication if monograph.
(c) Issuing agency.
(d) Availability code (S=State Library only; D=all depository libraries)
(e) Annotation.

I. GENERAL

1. Kansas statistical abstract. 1965-
University of Kansas, Center for Public Affairs. (D)

Covers 20 categories of statistical information, including population, vital statistics, elections, education, business, employment, crime, and business. The basic state document for statistical information.

2. State documents of Kansas catalog. 1977-
State Library of Kansas. (D)

Gives full bibliographic information for Kansas state documents received by the Library. Includes short abstracts, and access by keyword indexes.

II. DEMOGRAPHIC INFORMATION

(includes population; vital statistics and health; housing)

1. Accidental death report: Kansas. 1974-
Kansas Department of Health and Environment, Bureau of Registration and Health Statistics. (D)

First sections provide graphic and descriptive analysis of both the total and principal components of accidents, thus depicting the extent of the accident problem in terms of recorded deaths due to accidents. The final section is an appendix consisting of detailed tables of available accident statistics.

2. Adamchak, Donald J.
Infant mortality in Kansas: socio-economic and demographic differences. 1979.
Kansas State University, Agricultural Experiment Station. (D)

Report assesses the 105 Kansas counties to determine the nature and extent of infant mortality and socio-economic aspects of the area. Also explores the relationship between infant mortality and population change for 1973 through 1977.

3. Agricultural accidental death report. 1974-
Kansas Department of Health and Environment, Bureau of Registration and Health Statistics. (D)

Report on occupational fatalities among Kansas farmers.

4. Annual summary of nurses' daily reports. 1974/1975-
Kansas Department of Health and Environment, Bureau of Public Health Nursing. (S)

Statistical report by county of the number of individual visits classified by maternity, premature infant, total health promotion, and health promotion by age.

5. Annual summary of vital statistics: Kansas. 1968-
Kansas Department of Health and Environment, Bureau of Registration and Health Statistics. (D)

Provides data collected through the registrations of live births, fetal deaths and abortions, deaths, marriages, divorces and annulments.

6. Directory of adult care homes. 1976-
Kansas Department of Health and Environment. (D)

Homes are listed by county, name, address, telephone number, classification, capacity, administrator, and license number.

7. Directory of alcohol and drug abuse resources in Kansas. 1977-
Kansas Department of Social and Rehabilitation Services, Alcohol and Drug Abuse Section. (S)

Describes types of programs and admission requirements.

8. Directory of community mental health centers in Kansas. 1969-
Kansas Department of Social and Rehabilitation Services, Division of Mental Health and Retardation Services. (D)

Provides basic information on the community mental health centers serving Kansans.

9. Flora, Cornelia Butler.
Kansans on the move. 1978.
Kansas Department of Administration, Division of State Planning and Research. (S)

Examines Kansas migrational behavior.

10. Health care expenditures in Kansas. 1979-
Kansas Department of Health and Environment, Office of Health Planning. (D)

Estimated total expenditures are examined both in terms of the types of services purchased, and the sources of funds used to purchase them. Parallel figures for the United States are presented for comparison.

11. Kansas Department of Administration, Division of State Planning and Research.
Spatial organization of the health service hierarchy in Kansas. 1979. (S)

Determines central places in Kansas, and correlates these areas to medical services available.

12. Kansas Department on Aging.
The older Kansan. 1979. (D)

Describes the Kansas elderly population.

13. Kansas Department on Aging.
A profile of Kansas minority elderly. 1979. (S)

Profiles the minority elderly in Kansas.

14. Kansas Department of Economic Development.
Summary of a work plan for the Housing Division. 1977. (S)

Identifies 25 communities in Kansas with greatest needs.

15. Kansas health manpower reports: chiropractors, physical therapists, physical therapy assistants, physicians (D.O.), physicians (M.D.), podiatrists. 1979- Kansas Department of Health and Environment, Research and Analysis Section. (D)

Information about different categories of health services personnel in Kansas.

16. Kansas medically underserved areas. 1978- Kansas Department of Health and Environment, Office of Health Planning. (S)

Analysis of areas in Kansas considered medically underserved in primary care, and secondary medical specialties.

17. Kansas morbidity incidence. 1974- Kansas Department of Health and Environment, Bureau of Registration and Health Statistics. (D)

Summary of cases reported monthly. Gives a 5-year median for each month.

18. Kansas population: cities, counties, townships. 1954- Kansas State Board of Agriculture. (S)

Contains Kansas population statistics.

19. Kansas student accident report. 1974- Kansas Department of Health and Environment, Bureau of Registration and Health Statistics. (D)

Provides information about fatal and nonfatal injuries to school age children.

20. List of registered doctors of medicine and surgery, doctors of osteopathy licensed to practice medicine and surgery, doctors of osteopathy licensed to practice osteopathy, doctors of chiropractic, doctors of podiatry. 1978-
Kansas State Board of Healing Arts. (D)

Contains list of licensed Kansas medical personnel.

21. Monthly reports of suspected child abuse/neglect cases. 1977-
Kansas Department of Social and Rehabilitation Services, Division of Children and Youth. (D)

Statistics on the incidence of suspected neglect and suspected abuse.

22. Monthly summary of vital statistics. 1974-
Kansas Department of Health and Environment, Bureau of Registration and Health Statistics. (D)

Summary of births, stillbirths, marriages, divorces and annulments, deaths, infant deaths, and induced abortions.

23. Population estimates of Kansas counties and incorporated places. 1980.
Kansas Department of Administration, Division of State Planning and Research. (D)

Gives population estimates for incorporated places in Kansas. Arranged by county.

24. Population of Kansas as reported by county appraisers. 1939-
Kansas State Board of Agriculture. (D)

Lists population of the state by counties and by cities as reported by county appraisers.

25. SRS reports: statistics from the Kansas Department of Social and Rehabilitation Services. 1978-
Kansas Department of Social and Rehabilitation Services. (D)

Highlights in concise graphic form important developments and changes in the social service programs administered by the Department.

26. Summary of Kansas institutitions and mental health centers. 1976/1977-
Kansas Department of Social and Rehabilitation Services, Division of Mental Health and Retardation Services. (S)

Presents detailed statistics on mental health and retardation trends for Kansas institutions, state mental hospitals, mental retardation hospitals, youth centers and youth rehabilitation centers, and state outpatient facilities.

27. Summary of public assistance. 1969-
Kansas Department of Social and Rehabilitation Services, Social Services Division. (D)

Statistics on all types of social assistance.

III. BUSINESS AND INDUSTRY

(includes employment and earning; income, expenditures, and wealth; banking and finance; manufacturing, agriculture, construction, mining and mineral products)

1. Affirmative action data.
   Kansas Department of Human Resources, Research and Analysis Section. (S)

   Annual update of statewide, county and SMSA population and civilian labor force by sex and race distribution. Designed to assist governmental agencies and employers of the private business sector in planning and compliance with the Affirmative Action Program.

2. Annual planning report: (region or city).
   Kansas Department of Human Resources, Research and Analysis Section. (S)

   Current and historical data on labor force developments, employment and unemployment trends and outlook in significant industries, and by occupation. Currently available for the following areas in Kansas: Central Kansas, Kansas City SMSA, Northeast Kansas Region, Northwest and North-Central Region, Southeast Kansas, Southwest Kansas, Statewide (D), Topeka SMSA and Surrounding Counties, West-Central Region, Wichita SMSA.

3. Annual wages received by employees in selected industry divisions.
   Kansas Department of Human Resources, Research and Analysis Section. (S)

Gives estimates of average annual wages in Kansas counties and regions. Should be used in conjuntion with the Annual wage survey, issued by the same Section.

4. Civilian labor force estimates. 1977-
Kansas Department of Human Resources, Research and Analysis Section. (D)

Statistics of civilian labor force employed and unemployed, and the rate by county.

5. Kansas Crop and Livestock Reporting Service.
Various publications. (S)

This agency is a cooperative body of the Kansas State Board of Agriculture and the United States Department of Agriculture. They issue a large number of statistical reports on all aspects of agriculture in Kansas. The following is just a small sample of titles issued: Acreage, Cattle on feed and livestock slaughter, Crop values, Farm income, Irrigation county estimates, Milk disposition and income, Sheep and lambs, Wheat pasture.

6. Daicoff, Darwin W.
Kansas income 1975. 1978.
Kansas Department of Administration, Division of State Planning and Research. (S)

Focuses on components of income, and analyzes variations in income across the standard substate districts in Kansas.

7. Directory of insurance companies authorized to transact business in Kansas.
Kansas Insurance Department. (D)

Listing of insurance companies, fraternal benefit societies, rating organizations, automobile clubs, health maintenance organizations, and premium finance companies authorized in the State of Kansas.

8. Directory of Kansas manufacturers and products. 1943-
Kansas Department of Economic Development. (D)

Contains an alphabetical listing of firms, a geographic listing by counties and cities, classification by types of products, and a listing of research facilities.

9. Directory of Kansas mineral producers. 1978.
Kansas Geological Survey. (S)

Represents those companies and individuals that are producing economic minerals other than oil, gas, liquified gases, or helium. Included in the listings are producers and their active production locations for sand and gravel, crushed rock, building stone, cement, clay and clay products, volcanic ash, gypsum, salt, and coal.

10. Ferraros, A. Victor.
Capital investment and economic development in Kansas: a survey of markets and institutions. 1978.
Kansas Department of Administration, Division of State Planning and Research. (S)

Provides an overview of capital markets and institutions in the State of Kansas.

11. Fortune's top 500 with Kansas facilities. 1978-
Kansas Department of Economic Development, Planning and Community Development Division. (D)

Designed to be used in conjunction with the Directory of Kansas manufacturers and products. Intended for use by developers, businessmen, development agencies and others needing information about the location of major corporations in Kansas. In addition to manufacturing and processing facilities, this listing also includes those Fortune corporations that have extablished a warehousing or distribution facility in Kansas.

12. Handbook of employment service data.
Kansas Department of Human Resources, Research and Analysis Section. (S)

Annual statistical information relative to Employment Service activity.

13. Human resources report: (Kansas cities).
Kansas Department of Human Resources, Research and Analysis Section. (S)

Demographic and labor market information for many cities in Kansas. Currently available for the following: Atchison, Arkansas City, Coffeyville, Emporia, Goodland, Great Bend, Hays, Hutchinson, Independence, Lawrence, Leavenworth, McPherson, Manhattan and Junction City, Newton, Ottawa, Parsons, Pittsburg, Salina, Southwestern Kansas, Topeka, Wellington, and Wichita.

14. Kansas Animal Health Department, Livestock Commissioner. Annual report of public livestock markets in Kansas. (S)

Reports total number of cattle, hogs, horses/mules, and sheep/goats at each market in Kansas. Also includes market location and sale dates.

15. Kansas Department of Economic Development, Community Development Division.
Kansas' manufacturer's outlook, 1979-1983. 1979. (D)

Centers around the outlook of manufacturing activities in Kansas as compared with industries projected to grow considerably in the next few years.

16. Kansas Department of Economic Development, Planning and Community Development Division.
Comparative business indicators for Kansas. 1980. (D)

Comparison of Kansas with other states in terms of business climate, demographic climate, agricultural climate, natural resources, and transportation.

17. Kansas Department of Economic Development, Planning and Community Development Division.
Evaluating the socio-economy. 1979. (D)

Factors reviewed are population estimates, population projections, per capita income, per capita taxes, personal taxes, and business taxes. A comparison is made between Kansas and nearby states.

18. Kansas Department of Economic Development, Planning and Community Development Division.
Industrial growth in Kansas communities, 1967-1978. 1979. (D)

Gives specific information on the geographical distribution of new and expanding manufacturing firms throughout Kansas. The geographic distribution is further detailed by a two-digit industrial category scheme for a twelve-year period.

19. Kansas Department of Economic Development, Planning and Community Development Division.
Kansas employment by industry, 1940-1970. 1978. (D)

This extract from the United States Department of Commerce publication displays Kansas information by state and county.

20. Kansas Deparment of Economic Development, Planning and Community Development Division.
Kansas manufacturing viewed in a regional perspective. 1978. (D)

Compares Kansas manufacturers with neighboring states and shared regions, as well as the nation as a whole.

21. Kansas Department of Economic Development, Planning and Community Development Division.
Locational trends of new high-wage-paying firms. 1978. (D)

Locational trends of six industrial categories that pay higher wages than both the United States and the Kansas weekly averages for manufacturing firms.

22. Kansas Deparment of Economic Development, Planning and Community Development Division.
Retail trade as an economic base. 1978. (D)

The first part identifies those counties having high per capita effective buying incomes and discusses the importance of the pattern. The second part examines the patterns of per capita sales throughout the state. A final section discusses the geographical distribution of the defined retail-trade centers.

23. Kansas Department of Human Resources, Division of Workers' Compensation.
Annual statistical report. 1976- (D)

Gives insight into agency operations, and a profile of job-related injuries and their financial compensation.

24. Kansas Insurance Department.
Annual report of the Kansas Insurance Department. 1871- (D)

Statistics related to insurance in Kansas.

25. Kansas State Board of Agriculture.
Annual report. 1872- (D)

Records significant developments and events in Kansas agriculture.

26. Kansas community profiles for major cities. 1978-
Kansas Department of Economic Development. (S)

Includes profiles of all Kansas cities with a population of 950 or over, all county seats and the largest city of each county. Is an industrial development sales tool providing information about communities and their ability to support additional economic development.

27. Kansas data for site selection. 1977-
Kansas Department of Economic Development. (D)

Describes the benefits Kansas offers to businesses that locate in the state.

28. Kansas' economic progress. 1978-
Kansas Department of Economic Development, Planning and Community Development Division. (D)

Examines trends in population, employment, and income for the state.

29. Kansas manufacturers and products in export. 1966-
Kansas Department of Economic Development. (D)

Exporting manufacturers are listed alphabetically, by product exported, by export destination, and geographically.

30. Kansas monthly employment review. 1979-
Kansas Department of Human Resources, Research and Analysis Section. (D)

Data on labor force, total employment and unemployment, hours, and earnings.

31. Kansas new and expanding manufacturers.
Kansas Department of Economic Development. (D)

A compilation of records of manufacturers starting into production, announcing plans for Kansas plants but not yet in production, expanding their existing facilities, or moving within the state.

32. Kansas sourcebook of labor market and occupational information. 1980-
Kansas Department of Human Resources, Occupational Information Coordinating Committee. (D)

This list of publications related to occupational information is organized according to agency and, where possible, by function, such as demand or supply.

33. Kansas wage survey. 1968-
Kansas Department of Human Resources, Research and Analysis Section. (D)

Study of wages for selected occupations by region.

34. Labor market information publications directory.
Kansas Department of Human Resources, Research and Analysis Section. (D)

Directory of all publications issued by the Section.

35. Labor market information review.
Kansas Department of Human Resources, Research and Analysis Section. (S)

Review of previous quarter economic conditions including labor force trends and projections, and labor supply and demand information for the state and SMSAs.

36. Labor market review: (Kansas cities).
Kansas Department of Human Resources, Research and Analysis Section. (S)

Review of labor market conditions for many Kansas cities. At this time, these include: Abilene, Arkansas City, Atchison, Chanute, Coffeyville, Colby, Concordia, Dodge City, Emporia, Garden City, Goodland, Great Bend, Hays, Hutchinson, Johnson and Wyandotte Counties, Kansas City, Lawrence, Leavenworth, Liberal, McPherson, Manhattan, Newton, Ottawa, Parsons, Pittsburg, Pratt, Salina, Topeka, Wellington, and Wichita.

37. Oros, Margaret O.
Enhanced oil-recovery operations in Kansas.
Kansas Geological Survey. (S)

Includes statistical data, and maps to show geographical distribution.

38. *Quarterly Kansas economic indicators.* 1977-
Wichita State University, Center for Business and Economic Research. (D)

Provides data for both the Wichita area and the state.

39. *Wage and salary study.* 1978-
Kansas Department of Administration, Division of Personnel Services. (S)

Summary of the number of key jobs in major occupational groups in the statewide labor market.

40. Zarley, Carol.
Kansas mineral industry report.
Kansas Geological Survey. (S)

Provides a summary of the production and shipment of mineral commodities in Kansas, together with a discussion of events related to the performance of the mineral industries. Deals with both fuel and non-fuel minerals.

IV. EDUCATION

1. Average classroom teachers' and principals' salaries of the unified school districts of Kansas. 1971-
Kansas State Department of Education. (D)

   Presents average salary, and number of teachers and principals for each school district.

2. Degree and certificate program inventory for Regent institutions of Kansas.
Kansas State Board of Regents. (S)

   Composite listing of majors within degree programs offered by Kansas state institutions.

3. Enrollments in higher education in Kansas.
Kansas Legislative Educational Planning Committee. (S)

   A simplified explanation of projected enrollments in selected postsecondary institutions.

4. General state equalization aid for Kansas USD. 1973/1974-
Kansas State Department of Education, Division of Financial Services. (D)

   Provides selected data related to the state school equalization program for each of the unified school districts in Kansas.

5. Inventory of postsecondary educational programs in Kansas. Kansas Legislative Educational Planning Committee. (S)

   Collects and categorizes statewide information about the program offerings of Kansas four-year public and independent institutions, community junior colleges and independent two-year institutions.

6. Kansas Legislative Research Department. Kansas postsecondary education profile. 1980. (S)

   Gives a basic compendium of information about area vocational schools, two- and four-year private colleges and universities, community junior colleges, and public universities.

7. Kansas State Department of Education, Division of Financial Services. Annual statistical report. (D)

   Statistical information of all kinds related to public schools in Kansas. The basic statistical sourcebook for this topic.

8. Kansas State Department of Education, Special Education Administration. Resource information directory of services to handicapped children in Kansas. 1978. (D)

   Services are entered by name and by county.

9. Kansas State Department of Education, Special Education Administration.
Services available to the severely multiply handicapped in Kansas. 1978. (D)

Services are explained in light of the state's and parent's responsibilities.

10. Kansas educational directory. 1912-
Kansas State Department of Education. (D)

Lists all of the state's public and private educational institutions, including enrollments and the number of staff members for each local school.

11. Kansas higher education enrollment trends.
Kansas Legislative Educational Planning Committee. (S)

Enrollment trends are outlined using regression techniques.

12. Mill levies of the unified school districts of Kansas. 1972-
Kansas State Department of Education. (D)

Provides levy data for each of the USDs.

13. Number of baccalaureate, first professional, master's and doctor's degrees granted at Kansas institutions of higher education.
Kansas Legislative Research Department. (S)

Gives counts related to the awarding of degrees.

14. Number of graduates receiving associate degrees or other recognition at Kansas institutions of higher education.
Kansas Legislative Research Department. (S)

Gives counts related to the awarding of degrees.

15. Percentage of line items of general fund budgets for USDs. 1975-
Kansas State Department of Education, Division of Financial Services. (D)

Data has been completed from the official budget form filed with the Division, and provides information for legislators, boards of education, and administrators.

16. Public school report: selected school statistics. 1969-
Kansas State Department of Education, Division of Financial Services. (S)

Provides selected data for each of the USDs in Kansas.

17. Report of physical facilities at postsecondary institutions.
Kansas Legislative Research Department. (S)

Provides data for planning and decision-making in regards to facility requirements at postsecondary schools in Kansas.

18. Statistical and financial information of Kansas community colleges.
Kansas State Department of Education, Division of Financial Services. (D)

Provides selected statistical and financial information for the community colleges in Kansas.

19. Transportation report for unified school districts.
Kansas State Department of Education. (S)

Provides selected data related to the transportation system for each of the USDs in Kansas.

20. Unified school district report on enrollments and general fund budget per pupil. 1977-
Kansas State Department of Education, Division of Financial Services. (D)

Provides information that USDs can use in making an analysis of its budgetary requirements.

V. ENERGY

1. Beene, Douglas L.
Oil and gas production in Kansas.
Kansas Geological Survey. (D)

Gives detailed statistics for oil and gas production from all producing counties for the year.

2. Development Planning and Research Associates, Inc.
Kansas energy profiles. 1979.
Kansas Energy Office. (S)

Detailed information regarding energy supply, demand, prices, and other relevant factors.

3. Energy research and resource development in Kansas. 1978/1979-
Kansas Energy Office, Research and Resource Development. (D)

A comprehensive report on energy research activities in the public sector in Kansas.

4. Motor fuel gallonage report.
Kansas Department of Revenue. (S)

Shows gallonage on which the motor fuel tax was paid, and gallonage exported into another state from Kansas licensed bulk plants.

VI. ENVIRONMENT

1. Brown, Merle J.
Sources of weather and climatic information for Kansas. 1978.
Kansas State University, Agricultural Experiment Station. (D)

Lists and descibes the types of climatic information available for Kansas, and the sources of information and procedures for obtaining data.

2. Camin, Kathleen Q.
Land and water resources data catalog. 1977.
Kansas Department of Administration, Division of State Planning and Research. (S)

An inventory of data related to existing activities of various state agencies affecting land and water resources.

3. Kansas Department of Health and Environment, Division of Environment.
Kansas air quality data report. 1973- (S)

Summary of ambient air quality data obtained from all sampling locations in Kansas during the year.

4. McClain, Thomas.
Contemporary Kansas maps: selected products for map users. 1977.
Kansas Geological Survey. (S)

Listed are maps, map products, and generally available physical data from federal, state, and local organizations and individuals that are available "off the shelf." An attempt has been made to list organizations that have not only basic maps, but physical data available for planners.

5. *Water quality data for Kansas: water year*. 1962-
Kansas Department of Health and Environment, Division of Environment. (S)

Basic water quality data collected on Kansas rivers and streams.

VII. GOVERNMENTAL DATA

(includes elections, state and local government finances and employment; courts, crime and law enforcement; levels of taxation)

1. Annual economic report of the Governor. 1975-
Kansas Department of Administration, Division of State Planning and Research. (D)

   Reviews the economic situation of the state based on available data on employment, income and output.

2. Annual jail inspection report. 1975-
Kansas Department of Corrections. (S)

   Gives information regarding the status of jail/detention facilities in the prospective jurisdictions in Kansas.

3. Capital improvement supplement: Governor's budget report. 1961/1962-
Kansas Department of Administration, Division of the Budget. (S)

   Prepared to simplify the review of the capital improvements section of the Governor's budget report.

4. Civil service salary ranges: classified classes. 1978-
Kansas Department of Administration, Division of Personnel Services. (S)

Lists the various ranges of salary for employees under the state civil service roster.

5. Comparison of Governor's budget report for fiscal year with expenditures authorized by the Legislature. 1957-
Kansas Department of Administration, Division of the Budget. (D)

In this report, the schedules contained in the Governor's budget report for the fiscal year have been adjusted to include the amendments and corrections to the recommended budget, and to show changes approved by the Legislature.

6. Daicoff, Darwin W.
Who pays Kansas taxes? 1978.
University of Kansas, Institute for Economic and Business Research. (D)

The first section describes the method used to estimate the burden of federal, state, and local taxes in Kansas households. The second section discusses the economic reasoning behind the incidence assumptions.

7. Directory of county officers of Kansas. 1953-
Kansas Office of the Secretary of State. (D)

Includes county officers, U.S. Senators and Representatives from Kansas, state officers, and both Supreme and district court judges.

8. Economic and social report of the Governor. 1979-
Kansas Department of Administration, Division of State Planning and Research. (D)

Reviews the economic and social situation of the state based on available data on employment, income, output and population data.

9. Election statistics. 1960-
Kansas Office of the Secretary of State. (D)

Gives statistics for Kansas general, primary, and special elections. Includes a brief list of state officers and a legislative directory.

10. Fisher, Glenn W.
Kansas township government in the 1970's. 1978.
Kansas Department of Administration, Division of State Planning and Research. (D)

Examines the organization, function, and finance of township governmental units in Kansas.

11. Governor's budget report. 1956-
Kansas Department of Administration, Division of the Budget. (D)

Recommended fiscal plan for the operation of state agencies. Includes figures from previous years.

12. Heim, Michael R.
Guidebook to Kansas local governments. 1979.
Kansas Legislative Research Department. (S)

Summary of the powers, functions and finances of Kansas local governments, and their relationship with state government and to a lesser extent the federal government.

13. Juvenile court proceedings: adoptions petitions and child abuse statistics in Kansas. 1968-
Kansas Department of Social and Rehabilitation Services, Research and Statistics Section. (S)

Statistics on juvenile court proceedings in Kansas.

14. Kansas Department of Administration, Division of State Planning and Research.
Catalog of state assistance: a catalog of financial assistance and direct state services available to local governments in Kansas. 1977. (S)

Provides a comprehensive listing of state assistance available to local units in Kansas.

15. Kansas Department of Corrections.
Statistical report. 1976/1977- (S)

Provides statistical information concerning the operation of the Department, and the adult felony offender in custody.

16. Kansas Department of Revenue.
Annual report. 1958- (S)

Provides information on the taxes and fees collected, operating expenses, and a summary of administrative responsibility.

17. Kansas Department on Aging.
Legal services for older Kansans. 1979. (D)

Briefly lists legal service projects available for persons in economic or social need for age 60 or over in various Kansas counties.

18. Kansas Legislative Research Department.
Fiscal year budget analysis. (S)

Provided to assist the Legislature in the review of the Governor's budget recommendations.

19. Kansas Office of the Treasurer.
Annual report of the State Treasurer. 1977/1978- (S)

Contains a cash balance statement, summary of receipts, payments, and fund balances, and distributions to local units by county.

20. Kansas Savings and Loan Department.
Annual report of Kansas saving and loan associations. 1946- (S)

A report of condition and operations for all state-chartered savings and loan associations in Kansas.

21. Kansas annual financial report. 1954-
Kansas Department of Administration, Division of Accounts and Reports. (S)

Categorizes and lists appropriations and encumbrances for state government according to governmental function, agency and appropriation titles.

22. Kansas biennial report. 1960-
Kansas Office of the Secretary of State. (D)

Describes the purpose, organization, goals, and recent accomplishments of Kansas governmental agencies.

23. Kansas directory. 1961-
Kansas Office of the Secretary of State. (D)

A directory of all elected and appointed officials of the Kansas state government. Includes basic facts about the state.

24. Kansas quarterly crime statistics. 1980-
Kansas Bureau of Investigation. (S)

Tables display a comparison of crimes with the same period of the previous year, crime by county and cities over 15,000, value of property stolen and recovered, and law enforcement officers assaulted.

25. Kansas uniform crime report sourcebook. 1975-
Kansas Governor's Committee on Criminal Administration, Statistical Analysis Center. (D)

Provides data analysis that defines the nature and extent of crime in Kansas.

26. Legislative directory. 1917-
Kansas Office of the Secretary of State. (S)

Lists Kansas' national and state senators and representatives, and the judges of the State Supreme Court and the Court of Appeals. Identifies by county the numbers assigned by state statutes to the congressional, judicial, representative, senatorial and board of education districts.

27. Monthly financial report. 1975-
Kansas Department of Administration, Division of Accounts and Reports. (D)

Describes the financial condition of the state and other pertinent information in connection with the revenues and expenditures for each month.

28. Public Administration Service.
Kansas courts: a personnel inventory and financial analysis. 1975. (S)

A consultant's report on the inventory of personnel, municipal court caseload and staffing factors, and also a financial analysis.

29. Public Administration Service.
Kansas municipal courts: an analysis of caseloads, locations, and staffing. 1975. (S)

Focuses on the impact of court jurisdiction transfers, caseloads in municipal courts and courts of limited jurisdiction, municipal court staffing, locations, and revenues.

30. *Real estate assessment/sales ratio study*. 1979-
Kansas Department of Revenue, Division of Propery Valuation. (D)

Gives basic information regarding sale prices and assessed valuations as furnished by county appraisers and county registers of deeds from the records in their respective counties.

31. *Sales tax collections by business classification*. 1972-
Kansas Department of Revenue. (D)

Statistics concerning amount of taxes collected by business classification.

32. *Sales tax collections by county classification*. 1972-
Kansas Department of Revenue. (D)

Statistics concerning amount of taxes collected by county classification.

33. *Statistical report of property assessment and taxation for the tax year*. 1956-
Kansas Department of Revenue, Division of Property Valuation. (D)

General statistical data of property valuation and taxes by state and county.

34. *Statistical report on the district courts of Kansas*. 1966-
Kansas Office of the Judicial Administrator. (D)

Reports comprehensive data relating to cases handled in the State's district courts.

35. Vargas, Magdalen.
State mandates on local governments in Kansas: a preliminary report. 1979. (S)

An initial inventory of state mandates on local units of government for which state agencies are responsible.

VIII. RECREATION AND CULTURAL OPPORTUNITIES
(includes travel and tourism)

1. *Convention facilities guide to Kansas*. 1979-
Kansas Department of Economic Development, Travel and Tourism Division. (D)

Compiled to encourage and facilitate the planning of convention meetings in Kansas, it gives information for those cities that can host meetings needing 400 or more hotel rooms, and those able to host meetings needing under 400 rooms.

2. *Directory of county and local historical societies in Kansas*. 1978-
   Kansas State Historical Society. (D)

   Includes address, officers, museum hours and admission fee, and publication information for each society.

3. Kansas Park and Resources Authority.
   Kansas state parks: a special study. 1978. (S)

   Prepared from data obtained for this special study, a model was produced to illustrate the heavy pattern of weekend visitation to state park areas for the purpose of boating, camping, and picknicking.

4. Kansas Park and Resources Authority, Planning Division.
   Natural and scenic areas study for outdoor recreation facilities in Kansas. 1977. (S)

   The study encompasses the total spectrum of existing efforts toward preservation of lands for recreational purposes and toward future plans of the various involved state agencies.

5. *Kansas arts and crafts fairs*.
Kansas Arts Commission. (S)

Lists important arts and crafts fairs in the state.

6. *Kansas calendar of events*. 1965-
Kansas Department of Economic Development. (D)

Lists more than 500 special events including fairs, rodeos, pageants, theatrical productions, etc.

7. *Kansas camping guide to the land of ah's*. 1980-
Kansas Department of Economic Development, Travel and Tourism Division. (D)

Guide to the location and facilities of each campsite and general information concerning the most important provisions regarding the rules and regulations of the park areas.

8. *Kansas directory of state associations*.
Kansas Department of Economic Development, Planning and Community Development Division. (D)

An alphabetical and functional listing of statewide associations in Kansas.

9. *Kansas group tour guide to the "land of ah's*." 1979-
Kansas Department of Economic Development, Travel and Tourism Division. (D)

Facilitates planning and development of tours into and through Kansas.

10. Kansas public library statistics. 1965-
Kansas State Library. (D)

Contains full statistical information on Kansas public libraries.

11. Kansas travel guide. 1978-
Kansas Department of Economic Development. (D)

Includes information on tourist attractions in each area of the state.

IX. TRANSPORTATION AND COMMUNICATION

1. Annual report: status of the state system of express highways and freeways.
Kansas Department of Transportation, Planning and Development Department. (S)

Lists locations and number of miles of the Kansas system of express highways and freeways. Includes data on both planned construction and actual completions.

2. Continuous traffic count data and traffic characteristics on Kansas highways. 1962-
Kansas Department of Transportation, Planning and Development Department. (S)

Essential information needed for determination of design standards, classification of highways, and development of programs for improvement and maintenance. Also furnished are values that are important in the development of highway financing and taxation schedules, appraisal of safety programs, and service provided by highway transportation.

3. Howard, Needles, Tammen and Bergendoff. *Kansas turnpike, Kansas City to Oklahoma border, annual inspection: physical condition, maintenance, operation*. (S)

   Summarizes findings as to the condition of the Turnpike and recommendations concerning repairs, maintenance and operation.

4. Kansas Department of Transportation. *Transportation map*. (D)

   A general road map of the state, which includes other information such as a list of points of interest.

5. Kansas Department of Transportation, Planning and Development Department. *General highway map*. (S)

   For all 105 counties. Displays roads and roadway features, railroads, airways and airports, navigation, drainage, structures, boundaries, city and village centers, conservation and recreation, farm units, industry, educational and correctional institutions, public service facilities, and natural features.

6. Kansas Department of Transportation, Planning and Development Department.
Kansas city map. (S)

For many Kansas cities. Displays corporate city limits, highways, streets, railroads, and airports.

7. Kansas Governor's Task Force on the Future of the Kansas Transportation System.
Final report. 1978. (S)

Examines all modes of transportation in Kansas toward a balanced, energy-efficient, and integrated statewide transportation system. Explores effective coordination between state and local governmental units, and sources of revenue for both the immediate and long-term development, operation, and maintenance of the system.

8. Kansas Turnpike Authority.
Annual report. 1954- (D)

Financial and operations report, including the Kansas City Expressway.

9. Kansas rural highway sufficiency rating report. 1966-
Kansas Department of Transportation, Planning and Development Department. (S)

KS:M4

UNITED STATES
and
KANSAS
LEGISLATIVE PUBLICATIONS

SCHOOL OF LIBRARY SCIENCE
Emporia State University

Ronald P. Haselhuhn
Marc Galbraith

SCHOOL OF LIBRARY SCIENCE

EMPORIA STATE UNIVERSITY

Emporia, Kansas

Monograph Series
Number 4
1981

This monograph was prepared for the program meeting of the Government Documents Round Table, Kansas Library Association annual convention, March 26, 1981.

PREFACE

The purpose of this publication is to serve as a brief introduction to the legislative publications of the United States and the State of Kansas. The following publications will provide more detailed information.

United States

United States Congress. House. *Our American Government: What is It? How does It Function? 150 Questions and Answers*. Washington: Govt. Print. Off., 1977. (House Document - 95th Congress, 1st Session, No. 95-259) (Frequently Revised; available from Congressman)

_____. Senate. *Enactment of a Law; Procedural Steps in the Legislative Process*. Washington: Govt. Print. Off., 1979. (Senate Document - 96th Congress, 1st Session, No. 96-15) (Frequently Revised; available from your Congressman)

Zinn, Charles J., *How Our Laws are made*. Washington: Govt. Print. Off., 1978. (House Document - 95th Congress, 1st Session, No. 95-259) (Frequently Revised; available from Congressman)

Morehead, Joe. *Introduction to United States Public Documents*. 2d ed. Littleton, Colo., Libraries Unlimited, Inc. 1978. (Chapter 6)

Nakata, Yuri. *From Press to People; Collecting and Using U.S. Government Publications*. Chicago, American Library Association, 1979. pp. 128-134.

Kansas

Kansas. Legislature. *Introducing the Kansas Legislature*. Topeka, Kan., State Printer. n.d. (Copies distributed by the Division of Legislative Administrative Services)

Kansas Legislative Research Department. *Legislative Procedure in Kansas*. Topeka, Kan., State Printer, 1980. (Available from author)

Heim, Michael R., *Guidebook to Kansas Local Governments*. Topeka, Kan., State Printer, 1979. (Available from Kansas Legislative Research Department)

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UNITED STATES

LEGISLATIVE PUBLICATIONS

THE LEGISLATIVE PROCESS

The United States Constitution, in Article I, section 1, provides that:

> All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and a House of Representatives.

A Congress lasts for two years, commencing in January of the year following the biennial election of members. A Congress normally consists of two Sessions, and under provisions of the 20th Amendment of the Constitution, Congress must assemble at least once every year, at noon on the 3rd day of January. The chief function of the Congress is the making of laws. Both the Senate and the House of Representatives are considered equal in legislative functions and powers, except that only the House may initiate revenue bills, while the Senate has the function of advising and consenting to treaties and to certain nominations made by the President.

The process of deliberation and compromise which takes place as a bill travels from introduction to final vote and presidential action may seem complicated, and it is, but this process is quite well defined and does generate publications which assist the tracing of legislation.

BILLS

The work of Congress is initiated by the introduction of a proposal, in one of four forms. These are: the bill, the joint resolution, the concurrent resolution, and the simple resolution. The most customary form is the bill. Proposals for congressional action may be introduced by individual members of Congress, jointly by two or more members, or committees of Congress may draft legislation. In the House, several members may introduce similar pieces of legislation, which are known as "companion bills." Another source of legislation is known as "executive communications." These are letters from the President, members of the cabinet, or heads of executive agencies. These "executive communications" are usually addressed to the Speaker of the House or the President of the Senate, who then introduces these in the form of bills. Bills and resolutions may be introduced either session of Congress. Those bills and resolutions which have not completed the legislative process die at the end of a Congress. If they are to receive further consideration they must be reintroduced into the new Congress where they receive new numbers. In searching for complete information on a particular item of legislation, it is therefore necessary to check the previous Congress.

Bills

The form used for most legislation, whether private or public, is the bill. Bills are designated either H.R. or S., followed by a number which it retains throughout its parliamentary stages.

Joint Resolutions

Joint Resolutions may originate in either house, not, as may be supposed, in both houses. There is little practical difference between a bill and a joint resolution and they are subject to the same procedure. Resolutions are designated either H.J. Res. or S.J. Res., and are followed by a number which it retains throughout its parliamentary stages.

Bills and Joint Resolutions

Numbers are assigned serially to bills and resolutions as they are presented in the Houses of Congress. If passed and signed by the President (without signature or over veto), they become laws. They are numbered in order of date of passage serially and are first published as Slip Laws: GS4.110:no of Congress/No. of law, i.e. GS4,110:89/10. Final cumulation is by session of Congress as Statutes at Large, GS4.111: (These laws are codified and published as United States Code and Supplements, Y4.J89/1:Un3/3).

Concurrent Resolutions

Matters affecting the operations of both houses are usually initiated in the form of concurrent resolutions. These resolutions are not normally legislative in character. The term concurrent does not signify simultaneous introduction and consideration in both houses. Upon approval of both houses, they are signed by the Clerk of the House and the Secretary of the Senate and are transmitted to the Administrator of General Services for publication in a special part of the Statutes at Large. Like bills and joint resolutions, concurrent resolutions are designated H. Con. Res. or S. Con. Res., and are followed by their individual number.

Simple Resolutions

Matters concerning the operation of either house alone are usually initiated in the form of simple resolutions. They are considered only in the body in which they were introduced. After passage, they are published in the Congressional Record. As before, simple resolutions are designated either H. Res. or S. Res., followed by their individual number.

Sources for Bills and Resolutions

Full text of current bills and resolutions will be found at the Regional Depository Library located at the University of Kansas Library or at the Kansas State Library. Individual copies of bills and resolutions may be obtained from your Congressman, or from the committee considering the bill.

Reference Sources for Bills and Resolutions

Digest of Public General Bills and Selected Resolutions, 1936- Washington, D.C.: Library of Congress. Indexed by author, sponsor, subject, title, and number.

Congressional Record (reference, History of Bills and Resolutions.)

Monthly Catalog, 1895- (reference)

CIS/Congressional Bills on Microfiche (full text, indexed by CIS/Index.)
Journals of the House and Senate (reference)
CCH Congressional Index (reference)
Calendar of the House (reference; keeps track of bills and resolutions under consideration by both houses.)

COMMITTEE HEARINGS

After a bill has been introduced in either the House or the Senate and has received a number, it is then referred to a committee for consideration. One of the first duties of the committee is to decide which bills will receive active consideration. Those which are to receive consideration by the committee are placed on the Calendar and, if important enough, will have a date set for public hearings. Dates for public hearings are first published in the "Daily Digest" portion of the Congressional Record.

Committee hearings are extremely important in the legislative process, for it is here that Congress informs itself about the matter under consideration. As a by-product of this process of informing itself, Congress also produces publications which help inform the citizens in general. A typewritten transcript of hearings is made available for inspection in the office of the clerk of the committee, but more frequently these hearings are published and distributed.

Sources for Hearings

Copies of individual hearings may usually be obtained from your congressman, or from the committee which published the hearing. When writing for copies, please identify the hearings by Superintendent of Documents Classification number or by reference to a specific bill number. Hearings are also for sale by the Superintendent of Documents. Many of the Depository Libraries receive selected hearings as part of the depository system, and the regional depository library at the University of Kansas Library receives all published hearings. Because of the size of a collection of hearings, many libraries subscribe to microfiche services, such as CIS Microfiche Library. Since 1970, CIS has microfiched the hearings of Congress. For microfiche copies prior to 1970, one should consult the catalog of the Greenwood Press.

Reference Sources for Hearings

U.S. Congressional Hearings on Microfiche, 1839-1969, Greenwood Press (full text, indexed).
CIS/Index
CIS Microfiche Library, 1970- (full text, indexed and abstracted by CIS/Index).
Index of Congressional Committee Hearings (Not Confidential in Character) prior to Jan. 3, 1935. Washington, DC: GPO.
Index of Congressional Committee Hearings . . ., 1935-59, 1959-63, 1963-67, 1967-71. (These indexes will also be the indexing for the Greenwood Press Microfiche collection of hearings.)
Monthly Catalog, 1895- (reference)

CCH Congressional Index (reference).
Congressional Monitor, Washington Monitor, Inc. (daily).
Congress in Print, Washington Monitor, Inc. (weekly).

REPORTS AND DOCUMENTS

If the process of hearings could be described as "Congress informing itsenf," then Reports could be thought of as the process of the Committee informing other members of Congress. Reports are vital to the legislative process, as they form the basis whereby many other members of Congress gain an insight into the committee's deliberation on a bill under consideration. Bills which finally become laws could be thought of as the letter of the law; Reports would be considered as the spirit of the law. Reports are used by courts, regulation writers and interested citizens to determine the intent of Congress when passing a particular law.

When compiling a legislative history, it is vital that the Reports be identified. Usually the chamber of Congress which intiated the legislation will publish a report to accompany the legislation to the floor for consideration by the entire chamber. After passage by that chamber, the Act (once a Bill is passed by one chamber and is sent to the other chamber, the bill is reprinted, and reintroduced as an Act) is then referred to a committee. If the second chamber substantially changes or amends the Act, it will also publish a Report. Since both chambers must agree on wording, quite often a Conference Committee, made up of members of both chambers, will work out a compromise, and publish a Conference Report. When both chambers have agreed to the wording, the Act is then enrolled for presentation to the President.

Reports and Documents are first printed in "slip form" for distribution. The final printed form for Reports and Documents is the Serial Set. The Serial Set has been published since 1817, and has also been called the "Congressional Series" and the "sheep set." Several reprints are available with CIS making the Serial Set and the American State Papers available on microfiche. Since 1970, CIS has had a microfiche plan available to subscribers to the CIS/Index for material contained in the Serial Set.

Sources for Reports

Copies of individual Reports may be obtained from your Congressman, or from the committee which published the Report. Copies of Reports are also available from some depository libraries and the State Library, as well as several other libraries which subscribe to the CIS Microfiche Library.

Reference Sources for Reports

Serial Set (full text).
Documents Index, 1895-1932 (good comprehensive text).
CIS/Index
CIS Serial Set on Microfiche (full text).
Numerical List and Schedule of Volumes, 1933- (late index).
Congressional Record (reference).
Monthly Catalog (reference).

Prior to 1895, see Poores and Ames.
Calendar of the House (reference).

DEBATES

The proceedings of the debates which take place on the floor of the House and the Senate are recorded and published as the Congressional Record. These published debates are not verbatum accounts, as members may insert material not spoken on the floor, or change the wording of remarks made on the floor. The Congressional Record is currently published in three editions: The daily, the "greenback," and the bound edition. The daily Congressional Record may be secured for your library by asking your congressman to place your name on the mailing list. There is an index to the daily Record which is published bi-weekly. This Index is necessary to locate the wealth of information contained in the Record.

Additional sources for information about the floor activity of Congress will be found in daily newspapers and will be indexed in the New York Times Index. CQ Weekly will also keep track of major items of legislation.

Annals of Congress, 1st Congress to end of 1st Session of the 18th Congress, 1789-1824, 42 vols. Gales and Seaton, 1834.
Register of Debates, 2nd Session of the 18th Congress to the end of the 1st Session of the 25th Congress, 1825-1837, 14 vols. in 29 books. Gales and Seaton, 1824-1837.
Congressional Globe, 1st Session of the 23rd Congress to the end of the 42nd Congress, 1833-1873, 46 vols.
Congressional Record, 1st Session of the 43rd Congress and thereafter, 1873-date.

Reference Sources for Debates

Congressional Record, daily (full text).
Congressional Record, bi-weekly (full text).
Congressional Record, bound (full text).
Bi-weekly Index to the Congressional Record (for use with the daily Congressional Record).
Bound edition of the Congressional Record contains a full index.
Congressional Record Scanner, Washington Monitor, Inc. (daily).

PROCEEDINGS

The official records of the proceedings of the House and the Senate are published at the end of each session of Congress. The Journals list all bills introduced, disposition of these bills, and votes.

Journals of the Continental Congress, Sept. 5, 1774-November 3, 1788. (L.C. reprint 1904-1937 is most complete.) Z2.5:
Journals of the Senate, 1789-1815. Z3.4:

Journals of the House, 1789-1815. Z3.5:
Senate Journal, House Journal, early vols., in Serial Set. Now with SuDoc classification number XJS (Senate), XJH (House). The item number for selecting the House Journal is 1030 and for the Senate Journal is 1047.
American State Papers, 1789-1817. Serial numbers 01-038.

LAWS

Acts passed by Congress and signed by the President or passed over a Presidential veto become Laws. Laws are first issued in "slip" form. They are numbered in order of date of passage serially. Final cumulation is by session of Congress as Statutes at Large. Thus, this publication is a chronological record of the actions of a session of Congress. Every six years these laws are codified and published as United States Code and Supplements. The U.S. Code displays laws in force as of the date of codification.

Sources for Laws

Copies of "slip laws" may be obtained from your congressman, or from the sales office of the Superintendent of Documents. Most depository libraries receive both the "slip laws" and the Statutes at Large.

Reference Sources for Laws

U. S. Statutes at Large (full text).
Monthly Catalog (reference)
U.S. Code (full text of laws in force)
U.S. Code, Congressional and Administrative News (published by West Publishing Company, full text, indexed).
U.S. Code, Annotated (published by West Publishing Company, full text of codified laws, with annotations and kept up to date with pocket parts).

LEGISLATIVE HISTORY

A. Prior and subsequent legislative activities
B. Formal records of the proceedings.
    1. Chronological lists of how a bill got through Congress
    2. Introduction to passage or veto by who, what, where, and dates
    3. Include call numbers and SuDoc number
C. Official documents
    1. Slip bill-include companion bills and resolutions
    2. Committee reports
        a. House
        b. Senate
        c. Conference
    3. Hearings
        a. House

        b. Senate
    4. Documents
        a. House
        b. Senate
D. Recommendations of executive departments, sponsors, other interested groups (may be House or Senate Documents)
E. Presidential Messages (may be House or Senate Documents, speech)
F. Congressional Record debates

OTHER LEGISLATIVE DOCUMENTS

Calendars

Each chamber of Congress prepares and publishes a daily calendar. The Calendars of the United States House of Representatives and History of Legislation is the most useful of the calendars and is published daily when the House is in session. Each issue is cumulative and the Calendar has a cumulative index each Monday. This calendar is most useful for keeping track of legislation as it wends its way through Congress, as it indexes Senate action as well as House action. During a session only bills under active consideration by either chamber are listed and indexed. The House Calendar is extremely useful when producing a legislative history of a bill or resolution under consieration by a sitting Congress. Final issues of the House Calendar should be retained for their reference value and ease of use.

Directories

U.S. Congress. Congressional Directory. Washington, D.C., GPO. New edition each session of Congress.
A basic reference tool for brief biographical information about members of Congress, the executive branch, as well as a host of other information.

Biographical Directory of the American Congress, 1774-1971. Washington, D.C., GPO, periodically revised.
Contains brief biographical information of all members of Congress, as well as biographical information about all Presidents who were not members of Congress. The first section of this reference tool gives information on the President, Vice President, members of the Supreme Court, the leadership of Congress as well as the membership of each Congress by session of Congress, including special sessions.

Taylor's Encyclopedia of Government Officials. Dallas, Political Research Inc., 1967-

Congressional Staff Directory. Alexandria, Va., Congressional Staff Directory, 1959-
Includes House and Senate assignments to committees and subcommittees, biographies of the staff.

U.S. Bureau of the Census. Congressional District Data Book. 93rd

Congress. (A Statistical Abstract Supplement) Washington, D.C., 1973
Contains over 250 statistical items for every congressional district taken from the 1970 Census of Housing and Population. Includes maps of congressional districts.

Rules of Procedure

House

U.S. Congress. House. Constitution, Jefferson's Manual and Rules of the House of Representatives. Latest edition in serial set, no. 12994.

Hinds, A.C. Precedents of the House of Representatives. Washington, D.C.: Government Printing Office, 1907.

Cannon, Clarence. Precedents of the House of Representatives. Washington, D.C.: Government Printing Office, 1941.

Senate

U.S. Congress. Senate. Senate Manual Containing the Standing Rules, Orders, Laws, and Resolutions Affecting the Business of the United States Senate; Jefferson's Manual--etc. Revised each Congress. Latest edition in Serial Set. Washington, D.C.: Government Printing Office.

Gilfry, Henry H. Precedents, Decisions on Points of Order, with Phraseology, in the Senate. Washington, D.C.: Government Printing Office, 1914.

I

96TH CONGRESS
1ST SESSION

H. R. 5424

To amend title 44, United States Code, to provide for improved administration of public printing services and distribution of public documents.

IN THE HOUSE OF REPRESENTATIVES

SEPTEMBER 27, 1979

Mr. THOMPSON (for himself, Mr. HAWKINS, Mr. NEDZI, Mr. BRADEMAS, Mr. ANNUNZIO, Mr. GAYDOS, Mr. JONES of Tennessee, Mr. MOLLOHAN, Mr. VAN DEERLIN, Mr. MINISH, Mr. DAVIS, Mr. ROSE, Mr. JOHN L. BURTON, Mr. PEYSER, Mr. RATCHFORD, Mr. FAZIO, Mr. FRENZEL, Mr. GINGRICH, Mr. CAMPBELL, and Mr. CONABLE) introduced the following bill; which was referred to the Committee on House Administration

---

A BILL

To amend title 44, United States Code, to provide for improved administration of public printing services and distribution of public documents.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "National Publications Act of 1979".

PUBLIC PRINTING REORGANIZATION ACT OF 1979

HEARINGS

HELD JOINTLY BEFORE THE

COMMITTEE ON HOUSE ADMINISTRATION
HOUSE OF REPRESENTATIVES

AND THE

COMMITTEE ON
RULES AND ADMINISTRATION
UNITED STATES SENATE

NINETY-SIXTH CONGRESS

FIRST SESSION

ON

H.R. 4572 and S. 1436

TO AMEND TITLE 44, UNITED STATES CODE, TO PROVIDE
FOR IMPROVED ADMINISTRATION OF PUBLIC PRINTING
SERVICES AND DISTRIBUTION OF PUBLIC DOCUMENTS

JULY 10, 19, 24, 26, 1979
WASHINGTON, D.C.

Printed for the use of the Committee on House Administration
and the
Committee on Rules and Administration

U.S. GOVERNMENT PRINTING OFFICE
80-451 O WASHINGTON : 1979

96th Congress, 2d Session - - - - - - House Report No. 96-836, Pt. 1

NATIONAL PUBLICATIONS ACT OF 1980

REPORT

BY THE

COMMITTEE ON HOUSE ADMINISTRATION

OF THE

U.S. HOUSE OF REPRESENTATIVES

together with

MINORITY, ADDITIONAL, AND SUPPLEMENTAL VIEWS

MARCH 19, 1980.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

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U.S. GOVERNMENT PRINTING OFFICE
58-278 O WASHINGTON : 1980

United States
of America

Congressional Record

PROCEEDINGS AND DEBATES OF THE 97th CONGRESS, FIRST SESSION

Vol. 127 WASHINGTON, WEDNESDAY, MARCH 4, 1981 No. 35

Senate

The Senate was not in session today. Its next meeting will be held on Thursday, March 5, 1981, at 11 a.m.

House of Representatives

WEDNESDAY, MARCH 4, 1981

The House met at 3 p.m.

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

The Lord is merciful and gracious, slow to anger and abiding in steadfast love.—Psalms 103: 8.

We acknowledge, O God, that the spirit of repentance and the desire for forgiveness does not always touch our lives, as we would prefer to be masters of our fate. Yet, O God, we recognize that all our striving does not compare to the majesty of Your word and the comfort of Your grace. We confess our dependence on Your providence and we pray that Your love will follow us and support us all our days. Amen.

THE JOURNAL

The **SPEAKER**. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.

HIGH INTEREST RATES CRIPPLING SMALL BUSINESSMEN

(Mr. **ALEXANDER** asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. **ALEXANDER**. Mr. Speaker, amid all of the new rhetoric we have been hearing in the last few days about how the President plans to bring about an improvement in the way our economy is behaving, there has been a strange and ominous silence concerning any intentions to act soon to bring down interest rates.

According to a survey just published by the National Federation of Independent Businesses, high interest rates are driving small businesses in this country into bankruptcy at an alarming rate. In 1980, over 11,000 entrepreneurs were driven out of business, an increase of 58 percent over the number of small business failures in 1979.

The tragedy of such business failures does not stop at the personal level of the entrepreneur himself. It also has a profound impact on the U.S. job market. During the last two decades, three out of every four new jobs have been created in the small business sector. When asked what they consider to be the No. 1 problem facing their economic survival today, a recent survey showed that high interest rates lead the pack. Even more alarming, from the job point of view is the evidence given by small businesses to the 1980 House Small Business Committee in which 82 percent of those entrepreneurs questioned indicated that they were delaying or canceling plans to expand their business.

We look forward to hearing some reassuring statements of high-priority measures to bring down the rates of interest. If we continue to cripple our small businessmen with the heavy burden of misguided monetary policy we face many lean years ahead. The strength of our economy depends upon the survival of our entrepreneurs who have built and continue to build our Nation. We must address their problems with comprehension and competence.

GET INTEREST RATES DOWN

(Mr. **REUSS** asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. **REUSS**. Mr. Speaker, high interest rates are killing the American economy. Small business, automobiles, housing, farmers, productive capital investment, and consumers alike are suffering.

How can we get interest rates down? The Joint Economic Committee Democrats have a plan:

First. The Federal Reserve should not tighten money this year;

Second. The administration and the Federal Reserve should coordinate economic policy with our allies, relying more on fiscal and less on monetary policy to fight inflation, and so lower interest rates for all countries; and

Third. The administration and the Federal Reserve should effectively discourage the major banks from lending for speculative purposes—such as the Bunker-Hunt silver scam—or for purely financial purposes such as corporate takeovers.

These steps are consistent with the prudent, moderately restrained monetary policy the Nation needs. The 1981 report of the Joint Economic Committee Democrats issued last Friday, explains them in detail. I commend that report to the attention of all Members.

☐ This symbol represents the time of day during the House proceedings, e.g., ☐ 1407 is 2:07 p.m.

● This "bullet" symbol identifies statements or insertions which are not spoken by the Member on the floor.

No. XVI

Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 96th CONGRESS, SECOND SESSION

Vol. 126 SEPTEMBER 15 TO SEPTEMBER 26, 1980 *Nos. 142 to 151*

NOTE.—For debate and action on bills and resolutions see "History of Bills and Resolutions" at end of Index, under number referred to in Index entry.

Dates and Pages Included in Index No. XVI

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September 16	S12605–S12718	H8833–H8935	E4369–E4406
September 17	S12719–S12789	H8937–H9062	E4407–E4442
September 18	S12791–S12930	H9063–H9149	E4443–E4467
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Public Law 96-493
96th Congress

An Act

Dec. 2, 1980
[S. 2251]

To amend the Clayton Act to prohibit restrictions on the use of credit instruments in the purchase of gasohol.

Gasohol Competition Act of 1980.
15 USC 1 note.
15 USC 27.
15 USC 26a.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Gasohol Competition Act of 1980".

SEC. 2. The Clayton Act is amended by redesignating section 26 as section 27 and by inserting after section 25 the following new section:

"SEC. 26. (a) Except as provided in subsection (b), it shall be unlawful for any person engaged in commerce, in the course of such commerce, directly or indirectly to impose any condition, restriction, agreement, or understanding that—

"(1) limits the use of credit instruments in any transaction concerning the sale, resale, or transfer of gasohol or other synthetic motor fuel of equivalent usability in any case in which there is no similar limitation on transactions concerning such person's conventional motor fuel; or

"(2) otherwise unreasonably discriminates against or unreasonably limits the sale, resale, or transfer of gasohol or other synthetic motor fuel of equivalent usability in any case in which such synthetic or conventional motor fuel is sold for use, consumption, or resale within the United States.

Credit fee.

"(b)(1) Nothing in this section or in any other provision of law in effect on the date of the enactment of this Act which is specifically applicable to the sale of petroleum products shall preclude
person referred to in subsection (a) from imposing a reason
credit on the sale, resale, or transfer of the gasohol o
motor fuel referred to in subsection (a) if such f
the actual costs to such person of extendi

"(2) The prohibitions in this se
who makes available suffi
thetic motor fuels o
needs for such
made av
te

LEGISLATIVE HISTORY:

HOUSE REPORT No. 96-1464 accompanying H.R. 7873 (Comm. on the Judiciary).
SENATE REPORT No. 96-868 (Comm. on the Judiciary).
CONGRESSIONAL RECORD, Vol. 126 (1980):
  June 20, considered and passed Senate.
  Nov.17, H.R. 7873 considered and passed House; passage vacated and S. 2251, amended, passed in lieu.
  Nov. 19, Senate concurred in House amendment.

○

UNITED STATES
STATUTES AT LARGE

CONTAINING THE

LAWS AND CONCURRENT RESOLUTIONS
ENACTED DURING THE FIRST SESSION OF THE
NINETY-FIFTH CONGRESS
OF THE UNITED STATES OF AMERICA

1977

AND

REORGANIZATION PLANS,
RECOMMENDATIONS OF THE PRESIDENT
AND PROCLAMATIONS

VOLUME 91

IN ONE PART

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1980

UNITED STATES CODE

1976 EDITION

CONTAINING THE GENERAL AND PERMANENT LAWS
OF THE UNITED STATES, IN FORCE
ON JANUARY 3, 1977

Prepared and published under authority of Title 2, U.S. Code, Section 285b
by the Office of the Law Revision Counsel of the House of Representatives

VOLUME ONE

ORGANIC LAWS

TITLE 1—GENERAL PROVISIONS
TO
TITLE 7—AGRICULTURE

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1977

96th Congress, 2d Session

Supplement No. 1
To First Issue

Digest of Public General Bills and Resolutions

Prepared by
CONGRESSIONAL RESEARCH SERVICE

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Emporia, Ks. 66801

NINETY-SEVENTH CONGRESS

FIRST SESSION { CONVENED JANUARY 5, 1981

CALENDARS
OF THE UNITED STATES HOUSE OF REPRESENTATIVES

AND

HISTORY OF LEGISLATION

LEGISLATIVE DAY 24 CALENDAR DAY 24

MAR 6 1981

Wednesday, February 25, 1981

HOUSE MEETS AT 3 P.M.

SPECIAL ORDERS

CALENDAR WEDNESDAY BUSINESS
On motion of Mr. Wright, by unanimous consent, *Ordered,* That business in order under the Calendar Wednesday rule be dispensed with on Wednesday, Feb. 25, 1981. *(Agreed to Feb. 19, 1981.)*

LEAVE TO ADDRESS HOUSE
On motion of Mr. Lundine, by unanimous consent, *Ordered,* That on Wednesday, Feb. 25, 1981, immediately after all legislative business of the day, Mrs. Collins of Illinois be permitted to address the House for 60 minutes. *(Agreed to Feb. 23, 1981.)*

(SPECIAL ORDERS CONTINUED ON P. 2)

PREPARED UNDER THE DIRECTION OF EDMUND L. HENSHAW, JR., CLERK OF THE HOUSE OF REPRESENTATIVES:
JOHN P. JENKINS, Tally Clerk; MAXINE W. SNOWDEN, MARK D. O'SULLIVAN,
THOMAS K. HANRAHAN, Assistant Tally Clerks

Calendars shall be printed daily—Rule XIII: clause 6 } *Index to the Calendars will be printed on Monday of each week the House is in session: otherwise first day of session thereafter*

Government Documents Division
William Allen White Library

U.S. GOVERNMENT PRINTING OFFICE : 1981 O—79-030

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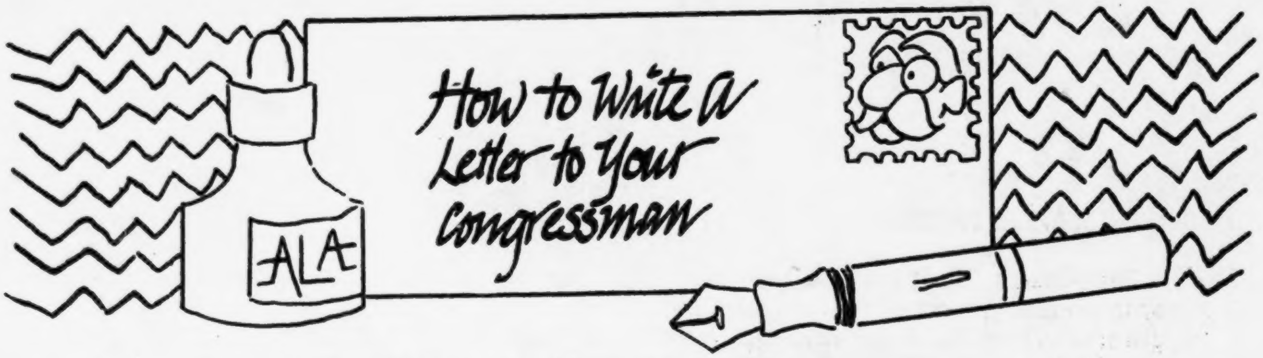

How to Write a Letter to Your Congressman

• **The most frequently used, correct forms of address are:**

To your Senator:
The Honorable (full name)
United States Senate
Washington, D.C. 20510

Dear Senator ____________:

To your Representative:
The Honorable (full name)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. ____________:

"Sincerely yours" is in good taste as a complimentary close. Remember to sign your given name and surname. If you use a title in your signature (Miss, Mrs., etc.), be sure to enclose it in parentheses.

Forms similar to the above, addressed to your state capital, are appropriate for your state representatives and senators.

Where possible use your official letterhead. If this is not in order, and you write as an individual, use plain white bond paper, and give your official title following your signature as a means of identification and to indicate your competency to speak on the subject.

REMEMBER

1. your Congressman likes to hear opinions from home and wants to be kept informed of conditions in the district. Base your letter on your own pertinent experiences and observations.
2. if writing about a specific bill, describe it by number or its popular name. Your Congressman has thousands of bills before him in the course of a year, and cannot always take time to figure out to which one you are referring.
3. he likes intelligent, well-thought-out letters which present a definite position, even if he does not agree with it.
4. even more important and valuable to him is a concrete statement of the reasons for your position -- particularly if you are writing about a field in which you have specialized knowledge. He has to vote on many matters with which he has had little or no first-hand experience. Some of the most valuable help he gets in making up his own mind comes from facts presented in letters from persons who have knowledge in the field.
5. short letters are almost always best. Members of Congress receive many, many letters each day, and a long one may not get as prompt a reading as a brief statement.
6. letters should be timed to arrive while the issue is alive. If your Congressman is a member of the committee considering the bill, he will appreciate having your views while the bill is before him for study and action.
7. your Congressman likes to know when he has done something of which you approve. He is quite as human as you, so don't forget to follow through with a thank-you letter.

AVOID

1. letters that merely demand or insist that he vote for or against a certain bill; or that tell him how you want him to vote, but not why. He has no way of knowing whether your reasons are good or bad, and therefore he is not greatly influenced.
2. threats of defeat at the next election.
3. boasts of how influential the writer is in his own community.
4. asking him to commit himself on a particular bill before the committee in charge of the subject has had a chance to hear the evidence and make its report.
5. form letters or letters which include excerpts from other letters on the same subject.
6. writing to a Congressman from another district, except when the letter deals with a matter which is before a committee of which he is a member. Otherwise, Congressional courtesy makes him refer letters from non-constituents to the proper persons.
7. writing too many letters on the same subject. Quality, not quantity, is what counts.

ALA Washington Office

KANSAS

LEGISLATIVE PUBLICATIONS

THE LEGISLATIVE PROCESS

The Kansas Constitution provides that the legislature shall meet in regular session annually commending on the second Monday in January. The duration of regular sessions held in even-numbered years shall not exceed ninety calendar days. Such sessions may be extended beyond ninety calendar days by an affirmative vote of two-thirds of the members elected to each house. Passage of a bill by both houses, followed by the approval of the Governor or legislative override of a governor's veto, is the final step in the legislative process.

A legislative bill may move at a snail's pace and the process of deliberation and compromise may be extremely complicated but, it is important to notice that each bill must follow a legislative path that is well defined by statute and/or rule. That path, or route, is often referred to as the legislative process. As a part of that legislative process, documents or publications are generated at designated intervals.

BILLS

The Kansas Constitution provides that no law may be enacted except by bill. A bill may be introduced by any member of either house. Sometimes bills are introduced by two or more members as joint authors. All regular appropriation bills are introduced by the Ways and Means Committee. Bills may also be introduced by any of the standing or interim committees. Technically, legislative schedules provide that individual members have about 4½ weeks to introduce bills. Committees may introduce bills for a longer period.

During the legislative session the Office of Legislative Administrative Services offers a subscription to legislative documents. The cost of the service during the 1981 session was $160.00 first class mail and $80.00 for third class mail. The office also offered a mini-service that did not include bills. The State Library distributes legislative bills and calendars and other legislative documents to Kansas Depository Libraries as well as to several other libraries in the state.

The State Library maintains a collection of legislative bills beginning with the session of 1908.

COMMITTEE MINUTES

After a bill has been introduced it is assigned to a committee. Generally the committee holds hearings on that bill. During the hearings, invited and other interested parties usually make statements and/or give testimony in response to questions by the committee members. Minutes of the hearings are generally recorded by the committee members staff. A collection of committee minutes is maintained by the Office of Legislative Administrative Services. Minutes may be read in that office. The minutes are not intended to be a complete transcript of the hearing.

JOURNALS

Each house is required by the Constitution to publish a journal or daily record of its activities. The journals serve as a printed record of the introduction and referral of a bill or resolution. The journals also record the adoption of amendments to bills, the reports of committees, voting on bills in full committee and final voting. The journals also provide an index to the legislative history of all bills.

The report of findings of Kansas legislative committees is generally no more than a recommendation to pass or not to pass a bill. Consequently, the report recorded in the journal is of little use in establishing legislative intent.

Neither house takes verbatim notes of speeches. Consequently, the journals do not contain the text of general speeches made by members.

The journal for each house is prepared each legislative day. Following the session the journals are published in one indexed volume. The journals are also available in a number of libraries throughout the state. The State Library maintains a collection of journals beginning with the 1861 session.

ENROLLED BILLS

When both houses have come to an agreement and passed a bill, it undergoes final engrossment and is sent to the State Printer for the printing of the enrolled version (parchment paper) to be presented to the Governor.

SESSION LAWS

Following the close of each legislative session, the Secretary of State compiles all the bills that were passed (became law) into a single volume and publishes them as the Session Laws of Kansas. The volumes may be purchased from the Secretary of State's Office or they may be used at the State Library or other libraries throughout the state.

Prefatory material published in recent volumes of the session laws includes a directory of state elected officials, Kansas federal officers, the Kansas Judiciary and legislative members. The acts are arranged chronologically by chapter number which is assigned in order of enactment. The acts are followed by several finding aids including an index from bill number to chapter, a table of statutes repealed or amended and a general index. Also printed in the session law volume are executive orders and the Governor's response to bills presented for his signature.

STATE CODE

Since each volume of session laws contains only the laws passed by the legislature during one session, and since these laws are arranged chronologically, it is necessary to provide a subject or title arrangement of the law.

That arrangement is referred to as the codification of the laws and the publication is known as the Kansas Statutes Annotated.

Arrangement, Numbering, Editing

The chapter-article-section numbering system first used in Kansas in the Revised Statutes of 1923 is continued in this volume. For example, "4-301" means that the number is section 1 of article 3 of chapter 4. If the sections in an article exceed 99, the section numbers are preceded by a comma, thus: "4-3,101." They should be read as a unit.

Legislative Histories and Source or Prior Law

The history gives the year of original enactment and years in which amendments were passed.

A "Comparative Table of Sections" has been compiled for the various session law references which appear in the legislative histories, and in "Source or prior law," notes. This comparative table is explained in the "Revisor's Notes" preceding the first page of said table which is printed in the first part of the General Index Volume of the Kansas Statutes Annotated and in the 1975 supplement thereto.

Notes, References, Research and Practice Aids

Under the alphabetical chapter-classification system used for the general statutes, it is not possible in many cases to find all of the statutes pertaining to the same subject matter in the same chapter or article. Therefore, numerous "Cross References to Related Sections" have been inserted by the Revisor of Statutes to facilitate the location of statutes closely related, but which appear elsewhere in the same or in one of the other volumes of Kansas Statutes Annotated.

Under "Research and Practice Aids," references are made to the Key-number Digest System, Corpus Juris Secundum, and current forms and practice books applicable to Kansas, all of which were written by the West Publishing Company of St. Paul, Minnesota. In addition, citations to other legal reference publications have been inserted under this heading by the Revisor of Statutes office.

References are also made to pertinent information appearing in Kansas Judicial Council Bulletins, the Journal of the Bar Association of Kansas, the University of Kansas Law Review and the Washburn University Law Journal, and references to the Journals of the Kansas Medical Society (J.K.M.S.) are included.

- The Kansas Statutes Annotated are kept up-to-date by cumulative supplements. The code can be purchased from the Secretary of State. A privately published edition of the code is also offered by West Publishing Company.

OTHER LEGISLATIVE DOCUMENTS

Calendars

Each house publishes a daily calendar during the session to show the status of pending bills. The calendar is really a program for the legislative day, setting forth the order of business and designating the particular bills and resolutions to be considered.

After the order of the calendar has been determined, it is prepared by the calendar clerks, and, in the Senate, the calendar clerk transmits to the Division of Printing each evening, a copy of the calendar for the ensuing day. In the House, the calendar is delivered to the Division of Printing by the Chief Clerk. Each morning a copy of the calendar for the day is placed on the desk of each member. Calendars are also distributed to staff members, the media and the general public.

Senate and House Actions Report and Subject Index Report

The Senate and House Actions Report (as it is called) is published by the Revisor of Statutes as part of the computerized legislative information system. The report is published weekly and is cumulative. The report gives the full legislative history of all Senate and House bills, resolutions and concurrent resolutions and provides a subject index to those bills.

Directories

Two legislative directories are currently available from private publishers: The Kansas Legislative Handbook by Government Research Service, P. O. Box 2041, Topeka, Kansas 66601 and the Kansas Legislative Directory by Halgo Publishing Inc., 6314 Brookside Plaza, P. O. Box 22396, Kansas City, Missouri.

Interim Studies Reports

During the period between legislative sessions (the interim period), topics of special interest are studied by interim legislative committees. The topics are chosen by the Legislative Coordinating Council and committee findings are reported to the next legislature. The findings are also compiled and published each year in one or more paperbound volumes. The reports are generally available just prior to the start of the session.

LEGISLATIVE HOT LINE

During the legislative session the State Library provides a toll free telephone service generally referred to as the Legislative Hot Line. The service may be used anywhere in Kansas. Interested parties are encouraged to call concerning the status of a bill or other legislative matters.

Session of 1981

SENATE BILL No. 196

By Senator Karr

2-6

AN ACT relating to financial institutions; prohibiting certain offers or gifts; amending K.S.A. 16-601 and repealing the existing section.

Be it enacted by the Legislature of the State of Kansas:

New Section 1. (a) No bank, savings and loan association or credit union shall offer or give as an attraction or inducement for opening or adding to or maintaining a minimum balance in a savings account, checking account, negotiable order of withdrawal account, time certificate of deposit, share accounts or other deposit account, any merchandise, premium or other item of value. Nothing in this section shall prohibit the bank, savings and loan association or credit union from providing customer services on its premises. Safe deposit facilities, community rooms, club facilities, notary services and travel checks may be offered at no cost or at a reduced rate.

(b) This section shall not apply to specialty advertising items. "Specialty advertising items" shall mean those articles distributed by the bank, savings and loan association or credit union without obligation which carry such bank's, savings and loan association's or credit union's name, address and advertising message.

Sec. 2. K.S.A. 16-601 is hereby amended to read as follows: 16-601. Application for registration of investment certificates by investment companies under the provisions of this act, shall be directed to the consumer loan commissioner as designated under ~~section 16-403 of the General Statutes Supplement of 1959~~ *K.S.A. 1980 Supp. 16-403,* and acts amendatory thereof or supplemental thereto, who shall administer the provisions of this act as it applies to investment companies as defined ~~herein~~ *by K.S.A.*

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Journal of the House

FORTY-SECOND DAY

HALL OF THE HOUSE OF REPRESENTATIVES,
TOPEKA, KAN., March 10, 1981.

The House met pursuant to adjournment with Speaker pro tem Foster in the chair.

The roll was called with 124 members present.

Rep. Lady was excused on excused absence by the Speaker.

Prayer by Chaplain Bergman:

> Lord, God of mercy and love, it's our weekly prayer of intercession. As elected representatives, we ask your guidance for people in those places that are having primary elections today. May the voters choose wisely.
>
> As you have cared for us in the past, again we acknowledge your supremacy. You have granted us moisture in varying amounts over the past two weeks. We give you thanks for having heard our prayer. Renew our lives by your grace and bless us with your gift of rain. Desiring to serve you, we ask you to hear us in the Lord's name. Amen.

Rep. Hohman introduced the following members of Senior Girl Scout Troop No. 65 from Topeka West High School who presented the colors to the House: Denise Dinkle, caller; Amy Mears, poem; Lynn Leinacker, American flag bearer; Lisa Welch, Kansas flag bearer; and Lora Heckman, Susan Reece, Debbie Morriss and Gina Wille, guards. Denise Dinkle led the members of the House in the Pledge of Allegiance.

REFERENCE OF BILLS AND CONCURRENT RESOLUTIONS

The following bills and resolutions were referred to committees as indicated:

Assessment and Taxation: SB 390.
Commercial and Financial Institutions: SB 305.
Elections: SB 340.
Federal and State Affairs: HCR 5018.
Judiciary: SB 398, 400, 401.
Local Government: SB 227, 323, 342.
Public Health and Welfare: SB 356.
Transportation: SB 363, 364.
Ways and Means: HB 2566.

Speaker pro tem Foster announced there would be no final action taken today upon that order of business, Final Action of Bills and Concurrent Resolutions.

On motion of Rep. Frey, the House went into Committee of the Whole, with Rep. Meacham in the chair.

COMMITTEE OF THE WHOLE

On motion of Rep. Meacham, Committee of the Whole report, as follows, was adopted:

[illegible]
Emporia, Ks. [illegible]

Journal of the Senate

FORTY-FIRST DAY

SENATE CHAMBER, TOPEKA, KANSAS
March 10, 1981—9:00 a.m.

MAR 10 1981

The Senate was called to order by President Ross O. Doyen.

The roll was called with forty senators present.

Invocation by Chaplain Fred S. Hollomon:

Dear Lord:

I want to be honest with You. There are some things I'd really like to be:

I'd like to be appreciated;
I'd like to be successful;
I'd like to be respected;
I'd like to be admired;
I'd like to be right;
I'd like to be liked;
I'd like to be re-elected.

But since there is no way I can be all of these all the time, help me to aim at the one most important to You.

In the Name of the One I can trust, Amen.

INTRODUCTION OF BILLS AND CONCURRENT RESOLUTIONS

The following bills were introduced and read by title:

SB 416, by Committee on Federal and State Affairs: An act concerning the Kansas civil service act; relating to trainee or training positions; placement of certain positions in the classified or unclassified service; appointment by promotion, demotion or without competition in certain circumstances; layoffs; amending K.S.A. 75-2946 and K.S.A. 1980 Supp. 75-2944, 75-2945 and 75-2948 and repealing the existing sections; also repealing K.S.A. 1980 Supp. 75-2934.

SB 417, by Committee on Federal and State Affairs: An act concerning the Kansas civil service act; relating to disciplinary actions; amending K.S.A. 1980 Supp. 75-2929d and 75-2949 and repealing the existing sections; also repealing K.S.A. 1980 Supp. 75-2949a, 75-2949b and 75-2949c.

SB 418, by Committee on Ways and Means: An act relating to the Kansas public employees retirement system; making legal services for prisoners, inc., a participating employer under such retirement system.

REFERENCE OF BILLS AND CONCURRENT RESOLUTIONS

The following bills and concurrent resolution were referred to committees as indicated:

Federal and State Affairs: SB 386 (By Committee of the Whole action).
Local Government: HB 2509.
Public Health and Welfare: SCR 1628.
Ways and Means: SB 414.

MESSAGE FROM THE GOVERNOR

SB 29 approved on March 9, 1981.

Government Documents Division
[illegible]
[illegible]
Emporia, Ks. [illegible]

500

SENATE AND HOUSE JOURNALS

PROCEEDINGS

OF

The Legislature

OF THE

STATE OF KANSAS

1980 SESSION

JANUARY 14, 1980, THROUGH ADJOURNMENT MAY 21, 1980

LU KENNEY, *Secretary of the Senate*

GENEVA SEWARD, *Chief Clerk of the House*

DIVISION OF PRINTING
DEPARTMENT OF ADMINISTRATION
TOPEKA, KANSAS
1980
38-1674

STATE OF KANSAS

1980 SESSION LAWS OF KANSAS

[Prepared in accordance with K.S.A. 1979 Supp. 45-310]

JUL 11 1980

PASSED DURING THE 1980 REGULAR SESSION OF THE SIXTY-EIGHTH LEGISLATURE OF THE STATE OF KANSAS

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INCLUDING THOSE ENACTED IN 1975

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WITH HISTORIES, NOTES AND REFERENCES
AS REQUIRED BY LAW

JANUARY 29 1861

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1981

SENATE AND HOUSE ACTIONS REPORT

AND

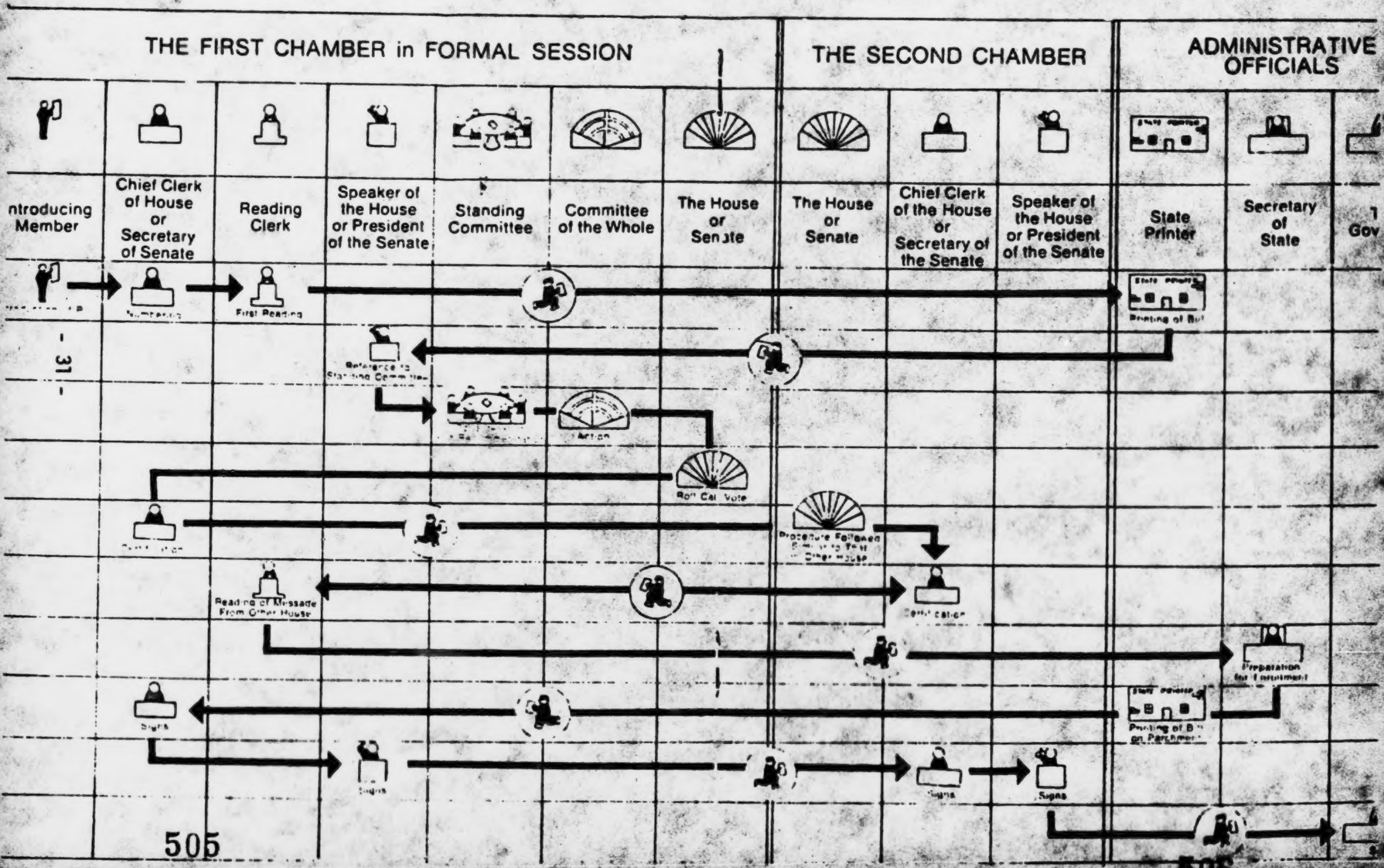
SUBJECT INDEX REPORT

These reports include all bills, resolutions and concurrent resolutions introduced by the 1981 Legislature as of the above date. They are part of the computerized Kansas Legislative Information System (KLIS) sponsored by the Office of Revisor of Statutes as directed by the Legislative Coordinating Council.

The Senate and House Actions Report includes the full history of all Senate and House bills. The Senate actions have been input under the supervision of the Secretary of the Senate and the House actions under that of the Chief Clerk of the House. (See the next page for more information.) The subject index is developed by the Office of the Revisor of Statutes.

Questions may be directed to Mary Cheng, 296-5292.

ABBREVIATED FLOW CHART OF LEGISLATIVE PROCEDURE IN KANSAS


THE FIRST CHAMBER in FORMAL SESSION
THE SECOND CHAMBER
ADMINISTRATIVE OFFICIALS
ntroducing Member
Chief Clerk of House or Secretary of Senate
Reading Clerk
Speaker of the House or President of the Senate
Standing Committee
Committee of the Whole
The House or Senate
The House or Senate
Chief Clerk of the House or Secretary of the Senate
Speaker of the House or President of the Senate
State Printer
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Procedure Followed Similar to That in Other House
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Preparation for Enrollment
Signs
Printing of Bill on Parchment
Signs
Signs
Signs

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CANDIDATES FOR STATE OFFICE

1859-1908

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CANDIDATES FOR STATE OFFICE

1859-1908

Governor
Lieutenant Governor
Secretary of State
State Auditor
State Treasurer
Attorney General
Superintendent of Public Instruction
Superintendent of Insurance
State Printer

Margaret Briggs
1981

Candidates for State Office

1859-1908

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Firestone, E. N. (Ft. Scott), State Auditor, 1906; State Printer, 1908

Fitzgerald, William J. (Dodge City), Lieutenant Governor, 1906, 1908

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Fowler, Edgar C. (Shawnee co.), State Auditor, 1906, 1908

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Gephart, S. C. (Jefferson co.), State Treasurer, 1870

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Gorman, Patrick (Bourbon co.), State Treasurer, 1906

Gorsuch, Charles W., Attorney General, 1900

Goss, Nathaniel Stickney (Neosho Falls), State Auditor, 1862, 1866

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Hallowell, J. R. (Cherokee co.), Attorney General, 1874

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Hart, Dan (Norton), Sup't of Insurance, 1902

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Hebbard, J. C. (Shawnee co.), Secretary of State, 1884

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Hillyer, George Shaller (Grasshopper Falls), State Auditor, 1859

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Robinson, Charles (Lawrence), Governor, 1859, 1882, 1890

Robinson, John Winter (Manhattan), Secretary of State, 1859

Robinson, W. H. (Leavenworth), Secretary of State, 1874

Roessler, A. (Nashville), Lieutenant Governor, 1904

Root, Joseph Pomeroy (Wyandotte co.), Lieutenant Governor, 1859

Rose, William L. (Wichita), Attorney General, 1898

Ross, Edmund G. (Douglas co.), Governor, 1880

Rucker, A. W. (Cherokee co.), Attorney General, 1870

St. John, John Pierce (Olathe), Governor, 1878, 1880, 1882

Salter, Melville J. (Thayer), Lieutenant Governor, 1874, 1876

Saunders, William R. (Coffey co.), Secretary of State, 1864

Sawyer, L. G. (Osage co.), Sup't. of Public Instruction, 1872

Schauble, Gottlieb (Riley co.), State Auditor, 1868

Semple, Etta (Ottawa), Sup't. of Public Instruction, 1898

Shannon, Osbun (Douglas co.), State Auditor, 1878

Shannon, Wilson, Jr. (Douglas co.), Secretary of State, 1868

Sharon, Mrs. H. J. (Marion co.), Sup't. of Public Instruction, 1874

Sharp, Isaac (Morris co.), Governor, 1870

Sheldon, H. E. (Franklin co.), State Auditor, 1876

Shinn, Albert C. (Franklin co.), Lieutenant Governor, 1890

Simpson, Benjamin Franklin (Paola), Attorney General, 1859

Slaughter, T. S. (Johnson co.), State Treasurer, 1870

Slonecker, R. M. (Anderson co.), State Treasurer, 1888

Slough, John P., Lieutenant Governor, 1859.

Smallwood, William Hillary (Wathena), Secretary of State, 1870, 1872

Smith, Abram W. (McPherson), Governor, 1892

Smith, Charles (Jefferson co.), Sup't. of Public Instruction, 1880

Smith, Charles A., State Auditor, 1904

Smith, George P. (Humboldt), State Auditor, 1874; Attorney General, 1884

Smith, James (Marysville), Secretary of State, 1878, 1880, 1882

Southwick, Charles A. (Clay Center), State Printer, 1906

Spear, Henry Clay (Junction City), Sup't. of Public Instruction, 1880, 1882

Spriggs, William (Garnett), State Treasurer, 1862, 1864

Stanley, Edmund (Lawrence), Sup't. of Public Instruction, 1894, 1896

Stanley, William Eugene (Wichita), Governor, 1898, 1900

Stevenson, James H., Secretary of State, 1908

Stinson, Samuel A. (Leavenworth), Attorney General, 1861

Stone, Harry W. (Atchison co.), Secretary of State, 1892

Stover, Elias Sleeper (Council Grove), Lieutenant Governor, 1872

Stover, Soloman G. (Belleville), State Treasurer, 1890

Stowell, John, Sup't. of Insurance, 1904

Stringfield, F. M. (Shawnee co.), Governor, 1880

Stryker, William (Great Bend), Sup't. of Public Instruction, 1896, 1898, 1902

Stubbs, Walter Roscoe (Lawrence), Governor, 1908

Swallow, John R. (Emporia), State Auditor, 1864, 1866

Sweet, F. B., State Printer, 1906

Talley, Samuel, Sup't. of Public Instruction, 1908

Talmadge, Theodore D. (Hutchinson), State Auditor, 1896; Secretary of State, 1904; State Auditor, 1906

Taylor, Alfred (Johnson co.), Lieutenant Governor, 1878

Taylor, J. E. (Lafontaine), State Treasurer, 1902, 1904

Thacher, Solon O. (Douglas co.), Governor, 1864

Tholen, William (Leavenworth), State Treasurer, 1859

Thoman, Alois (Lawrence), State Auditor, 1868, 1870

Thorp, Maxwell, Attorney General, 1902

Thurman, Allen G. (Parsons), Secretary of State, 1888

Thurston, Orlin (Allen co.), Attorney General, 1859

Thwaites, P. J., Sup't. of Insurance, 1906

Todd, S. B. (Marshall co.), Lieutenant Governor, 1888

Troutman, James A. (Topeka), Lieutenant Governor, 1894

Tulley, Mark (Independence), State Treasurer, 1906, 1908

Ummethun, George (Leavenworth co.), Lieutenant Governor, 1878

Vance, A. H., Attorney General, 1896

Volkland, William (Bushton), State Treasurer, 1908

Vrooman, H. P. (Greenwood co.), Governor, 1880

Waggener, B. P. (Atchison co.), Attorney General, 1872

Wagstaff, William Ross (Miami co.), Governor, 1862

Waite, W. S. (Lincoln co.), Attorney General, 1886

Wakefield, W. H. T. (Dickinson co.), State Auditor, 1884

Walker, A. P. (Douglas co.), Secretary of State, 1859

Walker, Isaiah (Wyandotte co.), State Treasurer, 1866

Walker, Thaddeus H. (Topeka), Governor, 1872

Wallace, Sena H. (Wyandotte co.), Sup't. of Public Instruction, 1902

Walruff, John (Ottawa), Lieutenant Governor, 1872

Walter, T. S., Secretary of State, 1896

Warrington, C. G., Sup't. of Insurance, 1902

Waskey, J. F. (Labette co.), Secretary of State, 1872

Waterbury, Norman J., Sup't. of Insurance, 1908

Waterson, Thomas W. (Marshall co.), Lieutenant Governor, 1877

Watson, James E. (Lawrence), State Treasurer, 1874

Weatherby, Delia L. (Mrs. S. S.) (Coffey co.), Sup't. of Public Instruction, 1890

Weichselbaum, Theodore (Riley co.), State Treasurer, 1880

Welch, Arthur E. (Newton), Secretary of State, 1906

Welsh, Frank S. (Newton), State Auditor, 1908

Wells, Numa W. (Miami co.), Attorney General, 1904

Wells, Seth Grant (Erie), State Auditor, 1902, 1904

Westgate, E. J. (Finney co.), State Auditor, 1900

White, William H. (Council Grove), State Treasurer, 1888

Whitman, J. S. (Osage co.), Sup't. of Public Instruction, 1882

Wilder, Daniel Webster (Ft. Scott), State Auditor, 1872, 1874

Willhoite, H. W. (Paola), State Auditor, 1888

Williams, Albert Frank, Attorney General, 1908

Williams, Allen (Lawrence), State Auditor, 1884

Williams, Archibald L. (Topeka), Attorney General, 1870, 1872

Willits, John F. (Jefferson co.), Governor, 1890

Winans, George I. (Clay Center), Sup't. of Public Instruction, 1900

Winans, George Wesley (Junction City), Sup't. of Public Instruction, 1888, 1890

Wolcott, A. G. (Wyandotte co.), State Treasurer, 1878

Wolfe, C. F. (Ottawa), State Treasurer, 1906

Wolfe, T. B., Lieutenant Governor, 1902

Wolfe, W. Clyde (Ellsworth), Attorney General, 1906, 1908

Wood, M. H. (Garnett), Sup't. of Public Instruction, 1890

Wright, Joseph A. (Smith co.), Lieutenant Governor, 1906

Wright, William H. (Miltonvale), State Treasurer, 1898

Wyckoff, M. H., Sup't. of Public Instruction, 1894

Zink, H. C. (McPherson), State Treasurer, 1900

CANDIDATES FOR THE OFFICE OF
GOVERNOR
1859-1908

1859 (Wyandotte constitution)
Medary, Samuel - Dem.
*Robinson, Charles - Rep.

1862
*Carney, Thomas - Rep.
Wagstaff, William Ross - Union

1864
*Crawford, Samuel Johnson - Rep.
Thatcher, Solon O. - Rep. Union

1866
*Crawford, Samuel Johnson - Rep.
McDowell, James L. - Nat'l. Union

1868
Glick, George Washington - Dem.
*Harvey, James Madison - Rep.

1870
*Harvey, James Madison - Rep.
Laughlin, W. R. - Workingmen's
Sharp, Isaac - Dem.

1872
*Osborn, Thomas Andrew - Rep.
Walker, Thaddeus H. - Lib. Rep.

1874
Cusey, James C. - Dem.
Marshall, W. K. - Temp.
*Osborn, Thomas Andrew - Rep.

1876
*Anthony, George Tobey - Rep.
Hudson, M. E. - Ind. Ref.
Martin, John - Dem.
Paulson, J. - Temp.

1878
Goodin, John R. - Dem.
Mitchell, D. P. - Greenback
*St. John, John Pierce - Rep.

1880
Culver, J. P. - Traveling Men
Ross, Edmund G. - Dem.
*St. John, John Pierce - Rep.
Stringfield, F. M. - Independent
Vrooman, H. P. - Greenback-Labor

1882
*Glick, George Washington - Dem.
Robinson, Charles - Greenback-Labor
St. John, John Pierce - Rep.

1884
Glick, George Washington - Dem.
*Martin, John Alexander - Rep.
Phillips, H. L. - Greenback-Labor

1886
Branscomb, Charles H. - Pro.
*Martin, John Alexander - Rep.
Moonlight, Thomas - Dem.

1888
Botkin, Jeremiah D. - Pro.
Elder, Peter Percival - Union Labor
*Humphrey, Lyman Underwood - Rep.
Martin, John - Dem.

1890
*Humphrey, Lyman Underwood - Rep.
Richardson, Albert M. - Pro.
Robinson, Charles - Dem.
Willits, John F. - Pop.

1892
*Lewelling, Lorenzo Dow - Pop. & Dem.
Pickering, Isaac O. - Pro.
Smith, Abram Wentworth - Rep.

1894
Lewelling, Lorenzo Dow - Pop.
*Morrill, Edward Needham - Rep.
Overmyer, David - Dem.
Pickering, Isaac O. - Pro.

* winner; Dem. - Democrat; Ind. Ref. - Independent Reform; Lib. Rep. - Liberal Republican; Pop. - People's; Pro. - Prohibition; Temp. - Temperance; Rep. - Republican; Rep. Union - Republican Union

1896

Douthart, Henry L. - National
Hurley, Horace - Pro.
Kepford, A. E. - Independent
*Leedy, John Whitnah - Pop. & Dem.
Morrill, Edward Needham - Rep.

1898

Leedy, John Whitnah - Pop. & Dem.
Lipscomb, Caleb - Socialist
Peffer, William Alfred - Pro.
*Stanley, William Eugene - Rep.

1900

Breidenthal, John W. - Pop. & Dem.
Clemens, Gasper G. - Social Dem.
Holsinger, Frank - Pro.
*Stanley, William Eugene - Rep.

1902

*Bailey, Willis Joshua - Rep.
Craddock, William Henry - Dem.
Emerson, Rev. F. W. - Pro.
Lathrop, James Henry - Pop.
McAllister, A. S. - Socialist

1904

Dale, David M. - Dem.
*Hoch, Edward Wallis - Rep.
Kerr, James - Pro.
Lowther, Granville - Socialist

1906

Cook, Jeremiah B. - Pro.
Gilham, Harry - Socialist
Harris, William A. - Dem.
*Hoch, Edward Wallis - Rep.
Keefer, Horace A. - Pop.

1908

Botkin, Jeremiah D - Dem.
+Harrison, Russell J. - Dem.
Hibner, George Francis - Socialist
Hope, Alfred L. - Pro.
+Leland, Cyrus Jr. - Rep.
Northrup, John W. - Independent
+Ryan, W. H. - Dem.
*Stubbs, Walter Roscoe - Rep.

* winner; + primary election only; Dem. - Democrat; Pop. - People's; Pro. - Prohibition; Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF
LIEUTENANT GOVERNOR
1859-1908

1859
*Root, Joseph Pomeroy - Rep.
Slough, John D. - Dem.

1862
Ingalls, John James - Union
*Osborn, Thomas A. - Rep.

1864
Ingalls, John James - Rep. Union
*McGrew, James - Rep.

1866
*Green, Nehemiah - Rep.
McClure, James R. - Union

1868
*Eskridge, Charles V. - Rep.
McCaslan, Maxwell - Dem.

1870
Allen, A. J. - Dem.
*Elder, Peter Percival - Rep.
Moore, T. - Workingmen's

1872
*Stover, Elias Sleeper - Rep.
Walruff, John - Lib. Rep.

1874
Brown, L. - Temp.
Harrington, E. - Ind. Ref.
*Salter, Melville J. - Rep.

1876
Beal, J. A. - Dem. & Ind. Ref.
Fairchild, William -
*Salter, Melville, J. - Rep.

1877 (special election)
Hadley, D. B. - Greenback
*Humphrey, Lyman Underwood - Rep.
Waterson, Thomas W. - Dem.

1878
*Humphrey, Lyman Underwood - Rep.
Taylor, Alfred - Greenback
Ummethum, George - Dem.

1880
*Finney, David W. - Rep.
George, Thomas - Dem.
Phillips, H. L. - Greenback-Labor

1882
Bacon, Frank - Dem.
Bayne, J. C. - Greenback-Labor
*Finney, David W. - Rep.

1884
Breidenthal, John W. - Greenback
Brown, Miles - Pro.
Holliday, Cyrus Kurtz - Dem.
*Riddle, Alexander Pancoast - Rep.

1886
Houston, David W. - Pro.
Isett, S. G. - Dem.
*Riddle, Alexander Pancoast - Rep.

1888
*Felt, Andrew, J. - Rep.
Finley, R. J. - Pro.
Frasius, F. W. - Dem.
Todd, S. B. - Union Labor

1890
Banta, Daniel A. - Dem.
*Felt, Andrew J. - Rep.
Leonardson, Rev. E. - Pro.
Shinn, Albert C. - Pop.

1892
*Daniels, Percy - Pop.
Douthart, H. F. - Pro.
Moore, Robert F. - Rep.

1894
Cooke, Sidney G. - Dem.
Douthart, H. F. - Pro.
Furbeck, D. I. - Pop.
*Troutman, James A. - Rep.

*winner; Dem. - Democrat; Ind. Ref. - Independent Reform; Lib. Rep. - Liberal Republican; Pop. - People's; Pro. - Prohibition; Temp. - Temperance; Rep. - Republican; Rep. Union - Republican Union

1896
Clark, E. - National
*Harvey, Alexander Miller - Pop.
Hollingberry, George - Pro.
Richter, Harry E. - Rep.

1898
Arnold, W. B. - Socialist-Labor
Black, Robert T. - Pro.
Harvey, Alexander Miller - Pop.
*Richter, Harry E. - Rep.

1900
Coryell, W. L. - Pro.
Harvey, Alexander Miller - Pop.
Mitchell, C. R. - Social Dem.
*Richter, Harry E. - Rep.

1902
Buffington, Washington - Pro.
Close, Fred J. - Dem.
*Hanna, David J. - Rep.
Parr, John M. - Socialist
Wolfe, T. B. - Pop.

1904
Gould, Samuel P. - Prohibition
*Hanna, David J. - Rep.
Parks, John S. - Dem.
Roessler, A. - Socialist

1906
Curry, T. A. - Socialist
Farrelly, Hugh P. - Dem.
*Fitzgerald, William J. - Rep.
Jones, Wilbur B. - Pro.
Wright, Joseph A. - Pop.

1908
Beecher, John S. - Independent
Evers, Alonzo L. - Pro.
*Fitzgerald, William J. - Rep.
McMillan, Harry - Dem.
Porter, M. G. - Socialist

* winner; Dem. - Democrat; Pop. - People's; Pro. - Prohibition;
Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF
SECRETARY OF STATE
1859-1908

1859 (Wyandotte constitution)
*Robinson, John Winter - Rep.
Walker, A. P. - Dem.

1862
Humphrey, James - Union
Lawrence, W. W. -
*Lawrence, Warren Wirt Henry - Rep.

1864
*Barker, Rinaldo Allen - Rep.
Saunders, William R. - Rep. Union

1866
*Barker, Rinaldo Allen - Rep.
Quigg, Matthew - Union

1868
*Moonlight, Thomas - Rep.
Shannon, Wilson Jr. - Dem.

1870
Duncan, Charles C. - Dem.
Pierce, George T. - Workingmen's
*Smallwood, William Hillary - Rep.

1872
*Smallwood, William Hillary - Rep.
Waskey, J. F. - Liberal Rep.

1874
Abbott, Nelson - Ind. Ref.
*Cavanaugh, Thomas Horne - Rep.
Robinson, W. H. - Temp.

1876
Allison, William M. - Greenback
*Cavanaugh, Thomas Horne - Rep.
Crosby, William -
Palmer, S. M. - Dem.

1878
Borton, L. W. - Dem.
Leach, T. P. - Greenback
*Smith, James - Rep.

1880
Cornell, A. B. - Greenback-Labor
Giffen, John M. - Dem.
*Smith, James - Rep.

1882
Elder, Aldamar Phipps - Greenback-Labor
Gilbert, Samuel L. - Dem.
*Smith, James - Rep.

1884
*Allen, Edwin Bird - Rep.
Hagan, Eugene - Dem.
Hebbard, J. C. - Greenback & Pro.

1886
*Allen, Edwin Bird - Rep.
Klaine, W. B. - Pro.
Petillon, W. F. - Dem.

1888
Albright, M. J. - Union Labor
*Higgins, William - Rep.
McIntyre, L. K. - Pro.
Thurman, Allen G. - Dem.

1890
Fairfield, Charles - Pro.
*Higgins, William - Rep.
Isett, S. G. - Dem. & Resubmission
Osborn, Russell Scott - Pop.

1892
Edwards, William Congdon - Rep.
*Osborn, Russell Scott - Pop. & Dem.
Stone, Harry W. - Pro

1894
Amis, J. W. - Pop.
*Edwards, William Congdon - Rep.
Herning, E. J. - Dem.
Howard, J. N. _ Pro.

* winner; Dem. - Democrat; Ind. Ref. - Independent Reform; Liberal Rep. - Liberal Republican; Pop. - People's; Pro. - Prohibition; Temp. - Temperaance; Rep. - Republican; Rep. Union - Republican Union

1896
*Bush, William Eben - Pop. & Dem.
Edwards, William Congdon - Rep.
Geyer, H. H. - Pro.
Walter, T. S. - National

1898
Bush, William Eben - Pop. & Dem.
*Clark, George Alfred - Rep.
Garton, J. B. - Pro.
O'Donnell, D. - Socialist Labor

1900
*Clark, George Alfred - Rep.
Forest, J. W. - Social Dem.
Frakes Abram - Pop. & Dem.
Moore, B. H. - Pro.

1902
Barnes, J. T. - Socialist
*Burrow, Joel Randall - Rep.
Duval, Claude - Dem.
Green, Ed. F. - Pop.
Holsinger, George - Pro.

1904
*Burrow, Joel Randall - Rep.
Curran, John H. - Dem.
McAllister, A. S. - Socialist
Talmadge, Theodore D. - Pro.

1906
Ahlborn, Louis C. - Dem.
*Denton, Charles Eugene - Rep.
Hauserman, Robert - Pop.
Martin, William - Pro.
Welch, Arthur E. - Socialist

1908
Avery, George - Pro.
Curry, Frank - Socialist
*Denton, Charles Eugene - Rep.
Kemper, Willis H. - Dem.
Stevenson, James H. - Independent

* winner; Dem. - Democrat; Pop. - People's; Pro. - Prohibition;
Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF

STATE AUDITOR

1859-1908

1859 (Wyandotte constitution)
Goodin, Joel K. - Dem.
*Hillyer, George Shaller - Rep.

1862
Goss, Nathaniel Stickney - Union
Goss, W. B. -
*Hairgrove, Asa - Rep.

1864
Hairgrove, Asa - Rep. Union
*Swallow, John R. - Rep.

1866
Goss, Nathaniel Stickney - Union
*Swallow, John R. - Rep.

1868
Schauble, Gottlieb - Dem.
*Thoman, Alois - Rep.

1870
Fowler, W. C. - Workingmen's
McMahon, Hardin - Dem.
*Thoman, Alois - Rep.

1872
Osborne, Vincent B. - Lib. Rep.
*Wilder, Daniel Webster - Rep.

1874
Beach, David C. - Temp.
Smith, George P. - Ind. Ref.
*Wilder, Daniel Webster - Rep.

1876
*Bonebrake, Parkinson Isaiah - Rep.
Sheldon, H. E. - Dem.

1878
*Bonebrake, Parkinson Isaiah - Rep.
Cornell, A. B. - Greenback
Shannon, Osbun - Dem.

1880
*Bonebrake, Parkinson Isaiah - Rep.
Cole, D. J. - Greenback-Labor
Neumuller, H. J. G. - Dem.

1882
Brown, W. L. - Dem.
Garretson, W. A. - Greenback-Labor
*McCabe, Edward P. - Rep.

1884
Gavigan, H. V. - Dem.
*McCabe, Edward P. - Rep. & Pro.
Wakefield, W. H. T. - Greenback
Williams, Allen - Pro.

1886
Kelly, W. D. - Dem.
*McCarthy, Timothy - Rep.
Langston, C. H. (Negro) - Pro.

1888
Burdette, Gabriel (Negro) - Pro.
Lathrop, James Henry - Union Labor
*McCarthy, Timothy - Rep.
Willhoite, William H. - Pro.

1890
Dillon, Joseph - Dem. & Resubmission
Foster, B. F. (Negro) - Pop.
*Hovey, Charles Merrill - Rep.
Potter, Harry T. - Pro.

1892
Bruce, Blanche K., Jr. - Rep.
Howlett, C. W. - Pro.
*Prather, Van B. - Pop.

1894
Banks, W. E. - Dem.
*Cole, George Ezekiel - Rep.
Perkins, J. P. - Pro.
Prather, Van B. - Pop.

* winner; Dem. - Democrat; Ind. Ref. - Independent Reform; Lib. Rep. - Liberal Republican; Pop. - People's; Pro. Prohibition; Temp. - Temperance; Rep. - Republican; Rep. Union - Republican Union

1896
Belknap, Levi - National
Cole, George Ezekiel - Rep.
*Morris, William H. - Pop. & Dem.
Talmadge, Theodore D. - Pro.

1898
Cain, E. A. - Socialist Labor
*Cole, George Ezekiel - Rep.
Hurley, Horace - Pro.
Morris, William H. - Pop. & Dem.

1900
*Cole, George Ezekiel - Rep.
Howie, W. M. - Pro.
Nixon, W. L. - Social Dem.
Westgate, E. J. - Pop. & Dem.

1902
Bradshaw, R. C. - Pop.
Gould, Samuel P. - Pro.
Lewis, James M., Jr. - Dem.
McMillan, W. J. - Socialist
*Wells, Seth Grant - Rep.

1904
Brewer, George D. - Socialist
McDonald, William M. - Dem.
Smith, Charles A. - Pro.
*Wells, Seth Grant - Rep.

1906
Bowen, William J. - Dem.
Firestone, E. N. - Socialist
Fowler, Edgar C. - Pop.
*Nation, James M. - Rep.
Talmadge, Theodore D. - Pro.

1908
Eppinger, Louis D. - Dem.
Fowler, Edgar C. - Independent
Kennedy, Edmund A. - Pro.
*Nation, James M. - Rep.
Welsh, Frank S. - Socialist

* winner; Dem. - Democrat; Pop. - People's; Pro.- Prohibition;
Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF
STATE TREASURER
1859-1908

1859 (Wyandotte constitution)
Pease, R. J. - Dem.
*Tholan, William - Rep.

1861 (Special election)
*Dutton, Hartwin Rush - Rep.
Lane, J. H. -

1862
Lakin, David Long - Union
*Spriggs, William - Rep.

1864
McClure, J. R. - Rep. Union
*Spriggs, William - Rep.

1866
*Anderson, Martin - Rep.
Walker, Isaiah - Union

1868
*Graham, George - Rep.
McCartney, Allen - Dem.

1870
Gephart, S. C. - Dem.
*Hayes, Josiah E. - Rep.
Slaughter, T. S. - Workingmen's

1872
*Hayes, Josiah E. - Rep.
Pratt, Charles H. - Lib. Rep.

1874
Fairchild, William - Temp.
Francis, John -
*Lappin, Samuel - Rep.
Watson, James E. - Ind. Ref.

1876
*Francis, John - Rep.
Hendricks, W. S. -
McLouth, Amos - Dem. & Greenback

1878
Black, Charles C. - Dem.
*Francis, John - Rep.
Wolcott, A. G. - Greenback

1880
*Francis, John - Rep.
Marshall, S. A. - Greenback-Labor
Weichselbaum, Theodore - Dem.

1882
Gifford, Charles E. - Dem.
*Howe, Samuel T. - Rep.
Ludlow, J. H. - Greenback-Labor

1884
Battles, William - Pro.
*Howe, Samuel T. - Rep.
Heflebower, David H. - Pop.
Huttman, W. E. - Dem.

1886
Birchfield, Luther P. - Dem.
Crosby, William - Pro.
*Hamilton, James William - Rep.

1888
*Hamilton, James William - Rep.
Nutt, Samuel - Union Labor
Slonecker R. M. - Pro.
White, William H. - Dem.

1890
Biddle, William Henry - Pop.
Kirby, Thomas - Dem. & Resubmission
Myers, J. A. - Pro.
*Stover, Soloman G. - Rep.

1892
*Biddle, William Henry - Pop.
Lynch, John Bruce - Rep.
Miller, Joel - Pro.

* winner; Dem. - Democrat; Ind. Ref. - Independent Reform; Lib. Rep. - Liberal Republican; Pop. - People's; Pro. - Prohibition; Temp. - Temperance; Rep. - Republican; Rep. Union - Republican Union

1894
*Atherton, Otis L. - Rep.
Biddle, William Henry - Pop.
Murray, James - Pro.

1896
Atherton, Otis L. - Rep.
Biddison, John - Pro.
*Heflebower, David H. - Pop. & Dem.
Murray, James - National

1898
Biddison, John - Pro.
*Grimes, Frank E. - Rep.
Heflebower, David H. - Pop. & Dem.
Wright, William H. - Socialist Labor

1900
*Grimes, Frank E. - Rep.
Gordon, Charles A. - Social Dem.
Marshall, Conway - Pop. & Dem.
Zink, H. C. - Pro.

1902
Heflebower, David H. - Dem.
*Kelly, Thomas T. - Rep.
Kennedy, Edmund A. - Pro.
Maxson, P. B. - Pop.
Taylor, J. E. - Socialist

1904
Dolan, Thomas M. - Dem.
Fogle, William C. - Pro.
*Kelly, Thomas T. - Rep.
Taylor, J. E. - Socialist

1906
Gorman, Patrick - Dem.
Kay, D. C. - Pop.
Price, John I. - Socialist
*Tulley, Mark - Rep.
Wolfe, C. R. - Pro.

1908
Barrett, L. D. - Socialist
Knox, Thaddeus - Independent
Marshall, Conway - Dem.
*Tulley, Mark - Rep.
Volkland, William - Pro.

* winner; Dem. - Democrat; Pop. - People's; Pro. - Prohibition;
Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF
ATTORNEY GENERAL
1859-1908

1859 (Wyandotte constitution)
*Simpson, Benjamin Franklin - Rep.
Thurston, Orlin - Dem.

1861 (special election)
*Stinson, Samuel A. - Dem.

1862
Campbell, S. -
Carpenter, Louis - Union
*Guthrie, Warren William - Rep.
Lowe, D. P. - Union

1864
*Brumbaugh, Jerome D. - Rep.
Griswold, Hiram - Rep. Union

1866
Burns, Ross - Union
*Hoyt, George H. - Rep.

1868
Burns, Ross - Dem.
*Danford, Addison - Rep.

1870
Hoyt, Geroge H. - Workingmen's
Rucker, A. W. - Dem.
*Williams, Archibald L. - Rep.

1872
Waggener, B. P. - Lib. Rep.
*Williams, Archibald L. - Rep.

1874
Hallowell, J. R. - Ind. Ref.
*Randolph, Asa Maxson Fitz - Rep. & Temp.

1876
*Davis, Willard - Rep.
Hadley, Daniel B. - Greenback
McConnell, W. L. - Dem.
Randolph, Asa Maxson Fitz - Ind.

1878
Cox, J. T. - Dem.
*Davis, Willard - Rep.
Doster, Frank - Greenback
Miller, A. J. -

1880
Hadley, D. B. - Greenback-Labor
Hereford, A. L. - Dem.
*Johnston, William Agnew - Rep.

1882
Hayden, Sydney - Dem.
*Johnston, William Agnew - Rep.
McBrian, J. D. - Greenback-Labor
Moore, Henry Miles - Dem.

1884
*Bradford, Simeon Briggs - Rep.
Brush, B. L. - Greenback-Labor
Brush, H. L. - Pro.
Smith, George P. - Dem.

1886
*Bradford, Simeon Briggs - Rep.
Devenney, Albert Smith - Dem.
Waite, W. S. - Pro.

1888
Deffenbacher, C. F. - Dem.
Hyer, Stanton A. - Pro.
*Kellogg, Lyman Beecher - Rep.
Rightmire, William F. - Union Labor

1890
*Ives, John Nutt - Dem. & Pop. & Resubmission
Kellogg, Lyman Beecher - Rep.

1892
Davidson, Robert L. - Pro.
Garver, Theodore F. - Rep.
*Little, John Thomas - Pop.

* winner; Dem. - Democrat; Ind. - Independent; Ind. Ref. - Independent Reform; Lib. Rep. - Liberal Republican; Pop. - People's; Pro. - Prohibition; Temp. - Temperance; Rep. - Republican; Rep. Union - Republican Union

1894
Bennett, Martin V. B. - Pro.
*Dawes, Fernanda B. - Rep.
Little, John Thomas - Pop.
McKinstry, James - Dem.

1896
*Boyle, Louis C. - Pop. & Dem.
Dawes, Fernanda B. - Rep.
Merry, J. T. - Pro.
Vance, A. H. - Independent

1898
Boyle, Louis C. - Pop. & Dem.
*Godard, Aretas A. - Rep.
Rose, William L. - Socialist Labor

1900
Bennett, Martin V. B. - Pro.
Farrelly, Hugh P. - Pop. & Dem.
*Godard, Aretas A. - Rep.
Gorsuch, Charles W. - Social Dem.

1902
*Coleman, Chiles Crittendon - Rep.
Clemens, Gasper Christopher - Socialist
McHale, F. M. - Pro.
Pearl, Francis M. - Dem.
Thorp, Maxwell - Pop.

1904
*Coleman, Chiles Crittendon - Rep.
McDermott, F. L. - Socialist
Martin, George M. - Pro.
Wells, Numa W. - Dem.

1906
*Jackson, Fred Schuyler - Rep.
Mitchell, C. R. - Socialist
Overmyer, David - Dem.
Wolfe, W. Clyde - Pro.

1908
Bradley, Isaac F. - Independent
Crossley, David Elder - Socialist
Freerks, George W. - Dem.
*Jackson, Fred Schulyer - Rep.
+Meek, James M. - Dem.
+Williams, Albert Frank - Rep.
Wolfe, W. Clyde - Dem.

* winner; + primary election only; Dem. - Democrat; Pop. - People's; Pro. - Prohibition; Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF
SUPERINTENDENT OF PUBLIC INSTRUCTION
1859-1908

1859
*Griffith, William Riley - Rep.
McGill, J. S. - Dem.

1862
Brown, E. D. - Union
*Goodnow, Isaac T. - Rep.

1864
Brown, J. S. - Rep. Union
*Goodnow, Isaac T. - Rep.

1866
Bond, Joseph - Union
*McVicar, Peter - Rep.

1868
Beatty, Archibald - Dem.
*McVicar, Peter - Rep.

1870
McCarty, Hugh DeFrance - Rep.
Murray, Thomas S. - Dem.

1872
*McCarty, Hugh DeFrance - Rep.
Sawyer, L. G. - Lib. Rep.

1874
Christopher, W. B. - Ind. Ref.
*Fraser, John - Rep.
Sharon, Mrs. M. J. _ Temp.

1876
Bartlett, Thomas - Dem. & Greenback
Harvey, C. W. - Temp.
*Lemmon, Allen Borsley - Rep.

1878
Foot, J. I. - Greenback
*Lemmon, Allen Borsley - Rep.
McKim, O. F. - Dem.

1880
Brown, Sarah A. - Dem.
Smith, Charles - Greenback-Labor
*Speer, Henry Clay - Rep.

1882
Lantz, D. E. - Dem.
*Speer, Henry Clay - Rep.
Whitman, J. S. - Greenback-Labor

1884
Keys, M. J. - Dem.
*Lawhead, Joseph Hadden - Rep.
Randolph, Fannie - Pro. & Greenback

1886
Cuthbert, Mrs. C. N. - Pro.
*Lawhead, Joseph Hadden - Rep.
Montgomery, W. J. A. - Dem.

1888
Brown, Sarah A. - Pro.
Cole, A. N. - Dem.
Hixson, H. F. - Union Labor
Hurst, Albert - Dem.
*Winans, George Wesley - Rep.

1890
McCormick, Mrs. Fanny - Pop.
Weatherby, Delia (Mrs. S. S.) - Pro.
*Winans, George Wesley - Rep.
Wood, M. H. - Dem. & Resubmission

1892
Davis, James C. - Rep.
*Gaines, Henry Newton - Pop. & Dem.
Henderson, Alice M. - Pro.

1894
Allison, Mrs. A. - Pro.
Gaines, Henry Newton - Pop.
*Stanley, Edmund - Rep.
Wyckoff, M. H. - Dem.

* winner; Dem. - Democrat; Ind. Ref. - Independent Reform; Lib. Rep. - Liberal Republican; Pop. - People's; Pro. - Prohibition; Temp. - Temperance; Rep. - Republican; Rep. Union - Republican Union

1896
Greever, Mrs. Virginia - Pro.
Stanley, Edmund - Rep.
*Stryker, William - Pop. & Dem.

1898
Buckner, Mrs. R. N. - Pro.
*Nelson, Frank - Rep.
Semple, Etta - Socialist-Labor
Stryker, William - Pop.

1900
Humbarger, Levi G. - Pop. & Dem.
Mayberry, Frankie S. - Social Dem.
*Nelson, Frank - Rep.
Winans, George I. - Pro.

1902
*Dayhoff, Insley L. - Rep.
Kraybill, Luella R. - Socialist
Riste, W. G. - Pop.
Stryker, William - Dem.
Wallace, Sena H. - Pro.

1904
Baker, C. W. - Socialist
*Dayhoff, Insley L. - Rep.
Harnley, Henry J. - Pro.
Howard, Martin R. - Dem.

1906
Brewer, Grace D. - Socialist
Carney, Albert B. - Dem.
*Fairchild, Edward T. - Rep.
Hemphill, D. O. - Pop.
Newby, Otto W. - Pro.

1908
Brewer, Grace D. - Socialist
Burton, Mrs. Ella S. - Dem.
Carpenter, Elizabeth K. J. - Pro.
*Fairchild, Edward T. - Rep.
Talley, Samuel - Independent

* winner; Dem. - Democrat; Pop. - People's; Pro. - Prohibition; Rep. - Republican; Social Dem. - Social Democrat

CANDIDATES FOR THE OFFICE OF
SUPERINTENDENT OF INSURANCE
1900-1908

1900
*Church, Willard V. - Republican
Griesa, Augustus H. - Prohibition
McNall, Webb - People's & Democrat
Maxwell, T. J. - Social Democrat

1902
Coryell, William L. - Prohibition
Hart, Dan - Democrat
*Luling, Charles H. - Republican
Munch, A. E. - People's
Warrington, C. G. - Socialist

1904
Evans, Jesse - Prohibition
*Luling, Charles H. - Republican
McMillan, W. J. - Socialist
Stowell, John - Democrat

1906
*Barnes, Charles W. - Republican
Larsen, Niels P. - Socialist
Mingenbach, C. H. - People's
Morphy, James W. - Democrat
Thwaites, P. J. - Prohibition

1908
*Barnes, Charles W. - Republican
Belisle, Milton F. - Democrat
Lutschg, Fred M. - Socialist
Oursler, William E. M. - Prohibition
Waterbury, Norman J. - Independent

* winner

CANDIDATES FOR THE OFFICE OF
STATE PRINTER
1906-1908

1906
Cotton, Frank W. - Socialist
Feder, William P. - Democrat
*McNeal, Thomas A. - Republican
Southwick, Charles A. - People's
Sweet, F. B. - Prohibition

1908
+Austin, William C. - Republican
Carruth, Albert G. - Prohibition
Cobb, J. S. - Democrat
Eyster, William R. - Independent
Firestone, E. N. - Socialist
+Hudson, Edward F. - Democrat
*McNeal, Thomas A. - Republican
+Reid, Albert T., - Republican

* winner
+ primary election only

MD

F. Legislation and legal materials

MD:F

HOUSE BILL No. 689
(21r1807)

Introduced by Delegate Koss (Departmental - Task Force on Documents)

Read and Examined by Proofreader:

____
Proofreader.

____
Proofreader.

Sealed with the Great Seal and presented to the Governor,

for his approval this____________ day of________________

at______________________o'clock,______M.

____
Speaker.

CHAPTER 912

AN ACT concerning

State Publications Depository and Distribution Program

FOR the purpose of establishing a State Publications Depository and Distribution Program as part of the State Library Resource Center; establishing a Commission to oversee the administration of the program; requiring State agencies to provide copies of certain publications; establishing certain procedures for operation of the system; defining terms; providing for the superceding of a certain provision of this Act under certain circumstances; and generally relating to a depository and distribution system for State publications.

BY repealing

Article 40 - General Assembly
Section 5~~1(d)-and~~ 53
Annotated Code of Maryland

---

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
[Brackets] indicate matter deleted from existing law.
Underlining indicates amendments to bill.
~~Strike-out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.

(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, with amendments,

Article 40 - General Assembly
Section 51(d) and (f)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, without amendments,

Article 40 - General Assembly
Section 51(e)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

~~BY adding to~~

~~Article 40 - General Assembly~~
~~Section 51(d)~~
~~Annotated Code of Maryland~~
~~(1978 Replacement Volume and 1981 Supplement)~~

~~BY repealing and reenacting, without amendments,~~

~~Article 40 - General Assembly~~
~~Section 51(e)~~
~~Annotated Code of Maryland~~
~~(1978 Replacement Volume and 1981 Supplement)~~

~~BY repealing and reenacting, with amendments,~~

~~Article 40 - General Assembly~~
~~Section 51(f)~~
~~Annotated Code of Maryland~~
~~(1978 Replacement Volume and 1981 Supplement)~~

BY adding to

Article - Education
~~Section 23-207 through 23-210, inclusive~~
Section 23-2A-01 through ~~23-2A-04~~ 23-2A-05, inclusive, under the new subtitle "Subtitle 2A. State Publications and Depository Program"
Annotated Code of Maryland
(1978 Volume and 1981 Supplement)

Preamble

WHEREAS, The General Assembly in its 1979 Session determined that public accessibility to documents produced by governmental bodies must be improved; and

WHEREAS, Resolution 19 was approved on May 1, 1979, urging the Governor to establish a Task Force to study this matter; and

WHEREAS, The Governor's Task Force on Documents in its October 1981 Report has found existing practices for the identification, collection, distribution, and retention of State documents to be woefully inadequate; and

WHEREAS, The Task Force has developed recommendations in the form of draft legislation for the establishment of a basic system designed to improve the public's access to State documents; now, therefore,

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That section(s) of the Annotated Code of Maryland read(s) as follows:

Article 40 - General Assembly

~~51.~~

{~~(d) Each State agency or official shall provide to the Department of Legislative Reference a list of all reports and publications issued by them which are either required by law or intended by them for distribution to the General Assembly. The Department shall compile and maintain a list of all these reports and publications and shall periodically forward these lists to the members of the General Assembly for the purpose of furnishing them a reference source from which they may request reports and publications from the Department of Legislative Reference. In addition, the Department shall preserve, catalogue, and index all reports and publications filed with or submitted to the Department by the various State agencies and officials in compliance with either the requirement of § 53 of this article or the requirements of numerous sections elsewhere in the Code, and may select, preserve, catalogue, and index other reports and publications it deems necessary.~~}

~~(D) THE DEPARTMENT OF LEGISLATIVE REFERENCE SHALL PROVIDE A LIST OF ALL STATE PUBLICATIONS AS SET FORTH IN THE EDUCATION ARTICLE, § 23-208(B)(3) AND SHALL PERIODICALLY FORWARD THE LIST TO THE MEMBERS OF THE GENERAL ASSEMBLY FOR THE PURPOSE OF FURNISHING A REFERENCE SOURCE FROM WHICH STATE PUBLICATIONS MAY BE REQUESTED FROM THE DEPARTMENT. IN ADDITION, THE DEPARTMENT SHALL PRESERVE AND CATALOGUE ALL~~

~~STATE PUBLICATIONS SUBMITTED TO THE DEPARTMENT, IN COMPLIANCE WITH THIS SECTION OR OTHER SECTIONS OF THE CODE, AND MAY SELECT, PRESERVE, AND CATALOGUE OTHER PUBLICATIONS IT DEEMS NECESSARY.~~

~~(e) The Department of Legislative Reference shall accept requests for reports and publications from members of the General Assembly and shall obtain these materials from the appropriate agency and distribute them to the members.~~

~~(f) Any State agency or official required to submit an annual or periodic report to the General Assembly shall comply with this reporting requirement by submitting [five] THE REQUIRED NUMBER OF copies of each report to the [State Department of Legislative Reference] STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM. Additional copies shall be distributed to members of the General Assembly in accordance with the procedure set forth in this section.~~

51.

(d) [Each State agency or official shall provide to the Department of Legislative Reference a list of all reports and publications issued by them which are either required by law or intended by them for distribution to the General Assembly. The Department shall compile and maintain a list of all these reports and publications and shall periodically forward these lists to the members of the General Assembly for the purpose of furnishing them a reference source from which they may request reports and publications from the Department of Legislative Reference. In addition, the Department shall preserve, catalogue, and index all reports and publications filed with or submitted to the Department by the various State agencies and officials in compliance with either the requirement of § 53 of this article or the requirements of numerous sections elsewhere in the Code; and may select, preserve, catalogue, and index other reports and publications it deems necessary.]

THE DEPARTMENT OF LEGISLATIVE REFERENCE SHALL PROVIDE A LIST OF ALL STATE PUBLICATIONS AS SET FORTH IN THE EDUCATION ARTICLE, TITLE 23, SUBTITLE 2A, AND SHALL PERIODICALLY FORWARD THE LIST TO THE MEMBERS OF THE GENERAL ASSEMBLY FOR THE PURPOSE OF FURNISHING A REFERENCE SOURCE FROM WHICH STATE PUBLICATIONS MAY BE REQUESTED FROM THE DEPARTMENT. IN ADDITION, THE DEPARTMENT SHALL PRESERVE AND CATALOGUE ALL STATE PUBLICATIONS SUBMITTED TO THE DEPARTMENT, IN COMPLIANCE WITH THIS SECTION OR OTHER SECTIONS OF THE CODE; AND MAY SELECT, PRESERVE, AND CATALOGUE OTHER PUBLICATIONS IT DEEMS NECESSARY.

(e) The Department of Legislative Reference shall accept requests for reports and publications from members of the General Assembly and shall obtain those materials from the appropriate agency and distribute them to the members.

(f) Any State agency or official required to submit an annual or periodic report to the General Assembly shall comply with this reporting requirement by submitting [five] THE REQUIRED NUMBER OF copies of each report to the [State Department of Legislative Reference] STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM. Additional copies shall be distributed to members of the General Assembly in accordance with the procedure set forth in this section.

[53.

It is the duty of every officer, board, institution and commission of the State, including special or temporary officers, boards and commissions, to file with the Department of Legislative Reference two copies of every regular or special report, bulletin, periodical, catalog and other publication issued by him or it, whether the report is in printed or other form, and also to file with the State Library, the Hall of Records, the McKeldin Library of the University of Maryland, the Enoch Pratt Free Library (central branch), an agency of the respective counties designated by their governing bodies, and the department of legislative reference of Baltimore City, at least one copy of the report or other publication.]

Article - Education

SUBTITLE 2A. STATE PUBLICATIONS AND DEPOSITORY PROGRAM

~~23-207~~ 23-2A-01.

AS USED IN THIS ~~ACT~~ SUBTITLE:

(1) "STATE PUBLICATION" MEANS INFORMATIONAL MATERIALS PRODUCED, REGARDLESS OF FORMAT, BY THE AUTHORITY OF, OR AT THE TOTAL OR PARTIAL EXPENSE OF ANY STATE AGENCY. IT INCLUDES A PUBLICATION SPONSORED BY A STATE AGENCY, ISSUED IN CONJUNCTION WITH, OR UNDER CONTRACT WITH THE FEDERAL GOVERNMENT, LOCAL UNITS OF GOVERNMENT, PRIVATE INDIVIDUALS, INSTITUTIONS, CORPORATIONS, RESEARCH FIRMS OR OTHER ENTITIES. ~~IT~~ "STATE PUBLICATION" DOES NOT INCLUDE CORRESPONDENCE, INTEROFFICE AND INTRAOFFICE MEMORANDA, ROUTINE FORMS OR OTHER INTERNAL RECORDS. IT ALSO DOES NOT INCLUDE PUBLICATIONS OF BICOUNTY AGENCIES WHICH COMPLY WITH THIS PROGRAM AS REQUIRED IN SECTION 23-2A-05 OF THIS ARTICLE AND IT DOES NOT INCLUDE ANY INFORMATIONAL LISTING WHICH ANY STATE STATUTE PROVIDES SHALL BE SOLD TO MEMBERS OF THE PUBLIC FOR A FEE.

(2) "STATE AGENCY" MEANS ANY PERMANENT OR TEMPORARY STATE OFFICE, DEPARTMENT, DIVISION OR UNIT,

BUREAU, BOARD, COMMISSION, TASK FORCE, AUTHORITY, INSTITUTION, STATE ~~COLLEGES--AND--UNIVERSITIES~~ COLLEGE OR UNIVERSITY, AND ANY OTHER UNIT OF STATE GOVERNMENT, WHETHER EXECUTIVE, LEGISLATIVE, OR JUDICIAL, AND INCLUDES ANY SUBUNITS OF STATE GOVERNMENT.

(3) "DEPOSITORY LIBRARY" MEANS A LIBRARY DESIGNATED FOR THE RECEIPT AND MAINTENANCE OF STATE PUBLICATIONS. IT INCLUDES BUT IS NOT LIMITED TO ~~THE~~:

(I) THE STATE LIBRARY RESOURCE CENTER;

(II) THE MARYLAND DEPARTMENT OF LEGISLATIVE REFERENCE LIBRARY;

(III) THE MARYLAND HALL OF RECORDS;

(IV) THE MARYLAND STATE LAW LIBRARY;

(V) THE MCKELDIN LIBRARY OF THE UNIVERSITY OF MARYLAND;

(VI) THE LIBRARY OF CONGRESS; AND

(VII) ANY OTHER LIBRARY THAT THE COMMISSION ON STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM MAY DESIGNATE AS A DEPOSITORY LIBRARY.

(4) "PROGRAM" MEANS THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(5) "COMMISSION" MEANS THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

~~23-208~~ 23-2A-02.

(A) THERE IS CREATED, AS PART OF THE STATE LIBRARY RESOURCE CENTER AT THE ENOCH PRATT FREE LIBRARY, A STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THIS PROGRAM IS RESPONSIBLE FOR:

(1) THE COLLECTION OF STATE PUBLICATIONS;

(2) THE DISTRIBUTION OF STATE PUBLICATIONS TO THE DEPOSITORY LIBRARIES;

(3) THE MONTHLY ISSUANCE OF A LIST OF ALL STATE PUBLICATIONS THAT HAVE BEEN RECEIVED BY THE CENTER. THIS LIST SHALL BE SENT TO ALL DEPOSITORY LIBRARIES AND TO OTHERS UPON REQUEST AND THE CENTER MAY PROVIDE FOR SUBSCRIPTION SERVICES;

(4) MAKING DETERMINATIONS ON EXEMPTIONS OF STATE PUBLICATIONS FROM THE DEPOSITORY REQUIREMENTS OF THIS ~~ACT~~ SUBTITLE; AND

(5) THE IMPLEMENTATION OF RULES AND POLICIES PROMULGATED BY THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(C) THE ADMINISTRATOR OF THE PROGRAM SHALL BE APPOINTED BY THE DIRECTOR OF THE STATE LIBRARY RESOURCE CENTER WITH THE APPROVAL OF THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(D) FUNDING FOR THE PROGRAM SHALL BE PROVIDED ~~FOR--AS IN--§--23-205-OF-THIS-ARTICLE~~ IN THE AID TO EDUCATION BUDGET OF THE STATE BOARD OF EDUCATION IN A PROGRAM ENTITLED STATE PUBLICATIONS DEPOSITORY.

~~23-209~~ 23-2A-03.

(A) THERE IS ESTABLISHED A COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THE COMMISSION SHALL HAVE 9 MEMBERS APPOINTED BY THE GOVERNOR AS FOLLOWS:

(1) 3 MEMBERS REPRESENTING DEPOSITORY LIBRARIES;

(2) 3 MEMBERS REPRESENTING STATE AGENCIES; AND

(3) 3 MEMBERS FROM THE GENERAL PUBLIC.

(C) (1) EACH MEMBER SHALL SERVE FOR A TERM OF 4 YEARS AND UNTIL A SUCCESSOR IS ~~NAMED-AND-QUALIFIED~~ APPOINTED AND QUALIFIES AND MAY NOT SERVE MORE THAN ~~2---FOUR---YEAR CONSECUTIVE-TERMS~~ 2 CONSECUTIVE 4 YEAR TERMS.

(2) THESE TERMS SHALL BE STAGGERED AS REQUIRED FOR THE ORIGINAL APPOINTMENTS TO THE COMMISSION.

(D) EACH MEMBER OF THE COMMISSION SHALL SERVE WITHOUT COMPENSATION, BUT SHALL BE REIMBURSED FOR EXPENSES INCURRED WHILE ENGAGED IN THE PERFORMANCE OF DUTIES, IN ACCORDANCE WITH STANDARD TRAVEL REGULATIONS.

(E) THE COMMISSION:

(1) SHALL ELECT 1 OF ITS MEMBERS AS ITS CHAIR EACH YEAR;

(2) MAY ELECT OTHER OFFICERS AS NEEDED; AND

(3) SHALL MEET AT LEAST QUARTERLY.

(F) THE COMMISSION SHALL:

(1) PROMOTE THE EFFECTIVE DISSEMINATION AND THE USE OF STATE PUBLICATIONS;

(2) PROVIDE FOR THE GRANTING OF DEPOSITORY STATUS TO GEOGRAPHICALLY DISPERSED LIBRARIES, OTHER THAN THOSE LISTED IN § ~~23-207(3)~~ 23-2A-01(3);

(3) ADOPT RULES AND POLICIES FOR THE UNIFORM IDENTIFICATION, COLLECTION, DISTRIBUTION, ACCESSIBILITY, AND RETENTION OF STATE PUBLICATIONS;

(4) ADVISE THE PROGRAM IN IMPLEMENTING THE PURPOSES OF THIS SECTION;

(5) PROVIDE FOR ACCESS TO STATE PUBLICATIONS; AND

(6) REPORT TO THE GOVERNOR ANNUALLY ON THE OPERATIONS AND EFFECTIVENESS OF THE PROGRAM.

~~23-210~~ 23-2A-04.

(A) EACH STATE AGENCY SHALL DESIGNATE AN AGENCY PUBLICATIONS CONTACT PERSON, AND SHALL NOTIFY THE CENTER OF THE DESIGNATION.

(B) EACH STATE AGENCY SHALL FURNISH TO THE CENTER A SUFFICIENT QUANTITY OF EACH PUBLICATION TO MEET THE REQUIREMENTS OF THE DEPOSITORY SYSTEM.

23-2A-05.

(A) EACH BICOUNTY AGENCY SHALL:

(1) DESIGNATE AN AGENCY PUBLICATIONS CONTACT PERSON, AND NOTIFY THE CENTER OF THE DESIGNATION;

(2) FURNISH TO THE CENTER 1 COPY OF EACH PUBLICATION TO MEET THE REQUIREMENTS OF THE DEPOSITORY SYSTEM;

(3) FURNISH 1 COPY EACH TO A DESIGNATED BRANCH LIBRARY WITHIN EACH COUNTY LIBRARY SYSTEM OF THE COUNTIES IN WHICH THE BICOUNTY AGENCY OPERATES;

(4) OR, IN THE ALTERNATIVE, FURNISH ALL COPIES TO THE CENTER FOR DISTRIBUTION AS STATED IN THIS SECTION.

SECTION 2. AND BE IT FURTHER ENACTED, That of the initial members, 3 shall be appointed for a term of 1 year, 3 shall be appointed for a term of 2 years, and 3 shall be appointed for a term of 3 years.

SECTION 3. AND BE IT FURTHER ENACTED, That any changes made by this Act in Section 51 of Article 40 shall be superceded by any changes in that provision of law made by Chapter ____ of the Acts of the General Assembly of 1982 (House Bill Number 754).

SECTION ~~3.~~ 4. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 1982.

Approved:

____
Governor.

____
Speaker of the House of Delegates.

____
President of the Senate.

ME

D. Forms and form letters

G. Mailing lists

I. Procedural guidelines

1/5/81

ME:D

STATE OF MAINE

Inter-Departmental Memorandum Date January 17, 1980

To All Departments & Bureau Heads

Dept.

From Harold Raynolds, Jr., Commissioner

Dept. Educational & Cultural Services

Subject Departmental Publications

The Maine State Library, under Title I, Section 501-A of the Maine Revised Statutes (copy enclosed), is to receive 55 copies of all annual and biennial reports and 18 copies of all state publications. A state publication is any publication emanating from state government; from its agencies, bureaus and special districts created by the state, or from any source which produces a publication using government support or, is under government contract.

Upon receipt of these publications the State Library retains three copies for research purposes and public circulation, two are sent to the Library of Congress in Washington for listing in a nationwide publication, and one copy is sent to the State Law Library and the remaining copies are mailed to several public, college, and university libraries designated as Maine Documents Depository Libraries for their collections. The remaining copies of annual and biennial reports are mailed to various state, university and business libraries throughout the United States and Canada, who are involved in our exchange publications program.

The State Library is still having difficulty obtaining the necessary copies of these publications. They need and would appreciate your cooperation in sending the required copies as soon as they are printed. Would you please assign someone in your department or bureau to insure that these extra copies are included in your order for printing and then forwarded to the Maine State Library for distribution.

Requests are received daily at the State Library from Maine citizens and government employees seeking reference and research assistance concerning various state agencies. The Maine State Library staff would appreciate your help in obtaining and having as much information as possible available on your agency or division.

For your information I have included a copy of the State Law regarding this procedure.

SUBCHAPTER III

PRINTING AND PURCHASE OF DOCUMENTS AND LAWS

New Sections
501-A. Publications of state agencies.

§ 501. State agency defined

As used in this subchapter, the word "agency" shall mean a state department, agency, office, board, commission; or quasi-independent agency, board, commission, authority or institution.

1975, c. 436, § 1.

Amendments:
—1975. Repealed and replaced section.

§ 501-A. Publications of state agencies

The publications of all agencies and the University of Maine and the Maine Maritime Academy may be printed, bound and distributed, subject to Title 5, sections 43 through 46. The State Purchasing Agent may determine the style in which such publications may be printed and bound, with the approval of the Governor. At least 55 copies of any annual or biennial report not included in the Maine State Government Annual Report provided for in Title 5, sections 43 through 46, shall be delivered to the State Librarian, immediately upon receipt by the State Purchasing Agent for exchange and library use; the balance of the number of each such report shall be delivered by the State Purchasing Agent to the agency preparing the report. At least 18 copies of all other publications, including periodicals, bulletins, pamphlets, leaflets and special reports issued by any agency or by any legislative committee shall be delivered to the State Librarian. The agency or committee preparing a publication shall have the authority to determine the date on which a publication may be released, except as may be otherwise provided by law.

1975, c. 436, § 2; 1975, c. 746, § 1, eff. April 12, 1976.

Amendments:
—1975. Chapter 436 enacted this section.
In third sentence, c. 746 substituted "55" for "80".

Library References
States 🔑66.
C.J.S. States §§ 58 et seq., 81.

1/5/81

ME:D1

To: Dept:

From: Sharon Hanley, Documents Librarian Dept: Maine State Library

PLEASE COMPLY
We need your cooperation.

Title I, Section 501-A of the Maine Revised Statutes require you to provide the Maine State Library with a certain number of each of your agency's reports and miscellaneous publications.

At the present time, a total of 55 copies of all annual of biennial reports, and 18 copies of any other publications, are needed by the Maine State Library.

It has come to our attention that your agency issued the following publication (s) of which the State Library did not receive the required number.

TITLE	COPIES NEEDED

PLEASE RETURN THIS FORM WITH YOUR REPLY AND/ OR PUBLICATIONS.
Thank- you for your cooperation. If you have any questions, please contact me at 289-3561.

SHIPPING LIST FOR DOCUMENTS

18 copies

1. University of Maine at Presque Isle
2. University of Maine at Farmington
3. University of Maine at Fort Kent
4. University of Maine at Gorham
5. University of Maine at Machias
6. Bates College Library
7. Bowdoin College
8. Colby College
9. University of Maine at Portland
10. Library of Congress ②
11. Portland Public
12. University of Maine at Orono ②
13. Law Library

ME 1/5/81 8/80

ME:I

PURPOSE OF THE WATS LINE

WATS LINE HOURS ARE ~~10 A.M.~~ 1 p.m. TO 4 P.M. MONDAY THROUGH FRIDAY

The primary purpose of the WATS line is to enable librarians to make brief interlibrary loan requests from the State Library on a toll-free phone. We define "brief" as a maximum of 5 "items" per call. We encourage librarians to mail lengthier requests or complicated requests (book titles in a foreign language, for instance). If a librarian has given you the maximum of 5 items and starts to give you a 6th, please remind her that the WATS line is for brief requests only. You can write out the 6th (or 7th) item this time, but in the future they should mail requests that are lengthy. Remind them of this.

The WATS line is also used as a "MESSAGE" phone. We cannot transfer calls on the WATS line. If someone asks to speak with a staff member, take the caller's name and number and explain that you will have the staff member call back. Even if the call is for someone in the room, take a message and pass it along to that person.

If someone calls and asks for special services, film services, or talking books, they're calling us on the wrong WATS line. Ask them to dial 1-800-452-8793. For quick reference, this number is written on the receiver of the telephone.

On occasion, individuals who are not librarians (and have unfortunately been given the WATS number from their librarian or legislator), will call with a request. Please explain that the WATS number is for the use of librarians only and ask them to please not use it again. Give them our regular number (289-3561); it is not toll-free. You can then take their name and number and have the reference librarian on duty call them right back regarding their request. If the person wonders why they can't use the WATS line again, explain that the State Library does not have sufficient funds to maintain a WATS line that would be available to all Maine citizens.

The State Library pays for a certain number of hours on the WATS line per month. When we go over this set number of hours, we are charged for extra time. Therefore, the number of calls we receive and the amount of time we spend on the WATS line contribute to our costs.

Sometimes a librarian will ask for the interlibrary loan department. In most cases, the librarian simply means you, (the person taking WATS line requests). If the librarian wants to talk with Rocky regarding a SEARCH we're doing or have done, give Rocky a message to call the librarian right back.

If at any time a librarian has a question that you cannot answer, please have reference or circulation call the librarian back. Never supply information unless you are sure that it is correct.

F&S, M&N, T, D, &P (etc), sound confusingly alike on the phone. Do not hesitate to "spell-out" the letters of a name or word (i.e. "f" as in "Fred" or "S" as in "Sam"?), especially when writing unfamiliar author's names.

If you are not absolutely sure of the spelling of a name or word, please ask that it be spelled out. Even common names like Steven/Stephen should be checked for spelling.

Do not hesitate to check spellings, ask for information, ask the librarian to slow down if she's speaking too fast, etc.

MAINE STATE LIBRARY INTERLIBRARY LOAN

ONE TITLE OR SUBJECT
PER PAGE - TYPE OR PRIN
LEGIBLY 13.

1. ____________________
Date 2.

3.
Borrowing Library/Patron Phone no.

4.
Street or PO Box Town Zip

6.
Author

5.
Title/Subject

7. 8. 9.
Publisher Date published Your source of information

☐ WATS 14.

☐ MAIL

☐ PHONE

☐ IN-PERSON

10.
SEARCH ☐ yes ☐ no

11.
Substitute Title ☐ yes ☐ no

12.
Not wanted after ____________________
Date

SEARCH REPORT

	Not owned	Sending	In Use-Res.	L.U.O.
NELINET				
Bang.				
Bates				
Bowd.				
Colby				
Husson				
M.M.A.				
Port.				
UMO				
USM				
Other				

☐ No Maine Locations

15.

DIRECTIONS FOR OPERATING THE WATS LINE

1. Print date.
2. Print name of library. Abbreviate P.L. for public library and M.L. for memorial library.
3. Print phone number here.
4. Print mailing address. Include zip codes.

NOTE: Items 1-4 must be filled out in full on EACH sheet.

5. A. For a title request, circle the word "title".
    1. Book Title Requests: Print main title only; subtitle is not necessary.
    2. Magazine Title Requests: Print name of the article in quotation marks. Follow with name of magazine in capital letters. Then list date of magazine, volume (if known), and page numbers.

    NOTE: Most Maine libraries do not lend magazines, but will photocopy articles (for approximately 10¢ a page). We must have complete bibliographic information before we can SEARCH for magazine articles.

   B. For a subject request, circle the word "subject". Get as much specific information as you would need if you had to answer the question.

   For example: If the subject is horses, does the patron want to know how to ride a horse, feed a horse, or what? Don't hesitate to ask questions until you know exactly what the caller wants.

   If the subject is for biographical or general information about a person, ask when the person lived, in what country, and why the person is famous, unless the person is so well known you know who he or she is. (e.g., Ben Franklin).

   If the subject is for a skill or a trade, e.g., pottery, or if it is for an academic subject like accounting or chemistry, ask if the information is needed on an advanced, beginning, or intermediate (or high school, or college) level. It helps to know why they need the information. Is it for a term paper, a science fair project, or a test?

6. Used for Title Requests only: Print author's full name here. Make sure you know which is first and last name, and ask the caller to spell the name if necessary.

7-9 apply to title requests only. Print name of publisher (7); date book was published (8); and where the caller got this information (9). In space 9 use "BIP" for Books in Print; "patron" for unknown sources.

10. SEARCH means the Maine State Library will ask other libraries who own the requested book to loan it directly to the calling library. We search for titles only. Check "yes" if the caller wants this done; Check "no" if they don't. Do not leave this blank!

    NOTE: We do not search for genealogies or current bestsellers.

11. SUBSTITUTE TITLE applies only to title requests. Check "yes" if the caller will accept a different book on the same subject. If the subject is not clear from the title you have listed in #5, ask what the subject is. (For example, The Trees by Conrad Richter has nothing to do with trees.)

    NOTE: Sometimes the caller wants us to substitute other books by the same author rather than other books on the subject. Please make this clear!

12. For all requests (subject and title), ask if we should reserve the book. Fill in the last date that the requested information will be of use

to the caller. If "indefinite" or "forever", mark IR (for indefinite reserves). Don't leave this blank! Write "no" if caller does not want a reserve.

13. Please initial each page here.
14. Check the box for WATS

After all requests are taken, number the titles 1 through 5. Please mark the subjects A through E. Then staple both the subject and title requests together in the upper left hand corner (please!).

Next, take an old scrap T-slip and write the date in the upper left hand corner. Under this, write the name of the library that called. In the middle of the T-slip, write the number of titles and subjects the library has just requested. In the lower right hand corner, write "WATS A sample might look like this:

8-14-80
Skidompha PL

3 titles
2 subjects

WATS

Lastly, in the space numbered 15 on the yellow interlibrary loan form, place a checkmark (✓) on each sheet. This tells the reference department that you have made out the blue slip which is kept for statistical purposes.

Date

MAINE STATE LIBRARY INTERLIBRARY LOAN

ONE TITLE OR SUBJECT PER PAGE - TYPE OR PRINT LEGIBLY

Borrowing Library/Patron   Phone no.

Street or PO Box   Town   Zip

☐ WATS

Author

☐ MAIL

Title/Subject

☐ PHONE

☐ IN-PERSON

Publisher   Date published   Your source of information

SEARCH ☐ yes ☐ no

Substitute Title ☐ yes ☐ no

Not wanted after ____________ Date

SEARCH REPORT

	Not owned	Sending	In Use-Res.	L.U.(
NELINET				
Bang.				
Bates				
Bowd.				
Colby				
Husson				
M.M.A.				
Port.				
UMO				
USM				
Other				

☐ No Maine Locations

MN

B. Letters and commentaries

F. Legislation and legal materials

1/5/81

MN:B2

LRL

Legislative Reference Library

December 19, 1980

Bruce Flanders
State Documents Librarian
State Library of Kansas
Third Floor, State Capitol
Topeka, Kansas 66612

Dear Mr. Flanders:

With respect to Minnesota state government publications, historically, various documents have been required to be deposited in various state agencies and institutions. Select bibliographies of early Minnesota documents have been prepared by the Minnesota Historical Society. In addition to these, the Documents Section of the Department of Administration has published a sales catalog which may serve as a listing for those years in which no other sources exist.

In 1973, the Legislature passed M.S. 3.195, M.S. 3.302 (copy appended) requiring 10 copies of all publications to be deposited in the Legislative Reference Library. The purpose of this law was to eliminate the practice followed by many agencies of forwarding copies of their publications directly to each Legislator. This statute requires publication by the Library of a checklist listing documents received in the Library during the last month. The Legislators using this list select items they wish to have and the Library forwards the requested items.

Currently the Library is microfilming all the documents it has received under this law. In addition to this, since January 1980, the Commissioner of Administration has required that all new publications be filmed at the time of printing. At present Minnesota has a fairly complete set of state publications, 1973 to date, available on microfiche. Fiche copies of Minnesota documents can be purchased from the Documents Division of the Department of Administration, 117 University Avenue, St. Paul, MN. 55155. (612-297-3000.)

Location of bibliographic information about Minnesota government publications can be found in the checklist prepared by the Legislative Library. From 1973 to October 1980, the CHECKLIST provided only author and cursory subject indexing. Format and frequency varied from year to year. Subject indexes and serials listings were published annually. The issues of CHECKLIST or its annual supplements are no longer available for previous years.

Sincerely,

Linda F. Montgomery

Linda F. Montgomery
Director

FOX RIVER BOND
25% COTTON

State Capitol • St. Paul, Minnesota 55155 • (612) 296-3398

1/5/81 MN:F4

MINNESOTA STATUTES 1976

3.195 REPORTS TO THE LEGISLATURE. Whenever a report to the legislature is required of a department or agency of government, it shall be made, unless otherwise specifically required by law, by the filing of one copy with the secretary of the senate, one copy with the chief clerk of the house of representatives, and ten copies with the legislative reference library. The same distribution procedure shall be followed for other reports and publications unless otherwise requested by a legislator or the legislative reference library. The legislative reference library shall monthly publish and distribute to legislators a checklist of state documents. Additional copies of the checklist sufficient for distribution to all state agencies, public, university and college libraries shall be provided by the documents section, department of administration.

3.302 Subd 3 LEGISLATIVE REFERENCE LIBRARY. The legislative reference library is a depository of all documents published by the state and shall receive such materials automatically without cost. As used in this chapter, "document" shall include any publication issued by the state, constitutional officers, departments, commissions, councils, bureaus, research centers, societies, or other agencies supported by state funds, or any publication prepared for the state by private individuals or organizations and issued in print, including all forms of duplicating other than by the use of carbon paper, considered to be of interest or value to the legislative reference library. Intraoffice or interoffice memos and forms and information concerning only the internal operation of an agency are not included.

MS

G. Mailing lists

12/5/80

MS:G
G

DEPOSITORY LIBRARIES FOR STATE GOVERNMENT PUBLICATIONS

January 1980

ACADEMIC	ADDRESSES
Alcorn State University	State Documents Librarian John Dewey Boyd Library Alcorn State University Lorman, MS 39096
Delta State University	State Documents Librarian W. B. Roberts Memorial Library Delta State University Cleveland, MS 38732
Jackson State University	State Documents Librarian Henry Thomas Sampson Library Jackson State University Station C Jackson, MS 39217
Mississippi College	State Documents Librarian Leland Speed Library Mississippi College Box 127 Clinton, MS 39056
Mississippi State University	State Documents Librarian Tech. Ser.-Serials Mitchell Memorial Library Mississippi State University Mississippi State, MS 39762
Mississippi University for Women	State Documents Librarian John Clayton Fant Memorial Library Mississippi University for Women Columbus, MS 39701
University of Mississippi	State Documents Librarian Archives and Special Collections General Library University of Mississippi University, MS 38677

University of Mississippi
School of Law

State Documents Librarian
Law School Library
University of Mississippi
University, MS 38677

University of Southern Mississippi

State Documents Librarian
McCain Graduate Library
University of Southern Mississippi
Box 5148
Southern Station
Hattiesburg, MS 39401

University of Southern Mississippi
Gulf Park Campus

State Documents Librarian
Gulf Park Campus
University of Southern Mississippi
Long Beach, MS 39560

STATE AGENCY

Archives and History

State Documents Librarian
MS. Dept. of Archives & History
Box 571
100 South State Street
Jackson, MS 39205

Research and Development Center

State Documents Librarian
Information Services Division
MS Research & Development Center
Drawer 2470
3825 Ridgewood Road
Jackson, MS 39205

State Library

State Documents Librarian
State (Law) Library
Box 1040
Carroll Gartin Justice Building
High Street
Jackson, MS 39205

PUBLIC

Carnegie, Clarksdale

State Documents Librarian
Carnegie Public Library
Box 280
114 Delta Avenue
Clarksdale, MS 38614

Copiah-Jefferson Regional	State Documents Librarian Copiah-Jefferson Regional Library Box 590 Hazelhurst, MS 39083
Elizabeth Jones	State Documents Librarian Elizabeth Jones Library Box 130 320 South Line Street Grenada, MS 38901
First Regional	State Documents Librarian First Regional Library 59 Commerce Street Hernando, MS 38632
Greenwood-Leflore	State Documents Librarian Greenwood-Leflore Public Library 408 West Washington Street Greenwood, MS 38930
Harrison County	State Documents Librarian Harrison County Library System Box 4018 Gulfport, MS 39501
Hattiesburg	State Documents Librarian Hattiesburg Public Library System 723 Main Street Hattiesburg, MS 39401
Jackson-George Regional	State Documents Librarian Jackson-George Regional Library P.O. Box 937 Pascagoula, MS 39567
Jackson Metropolitan	State Documents Librarian Jackson Metropolitan Library 301 N. State Street Jackson, MS 39201
Homochitto Valley Library Service	State Documents Librarian Judge George W. Armstrong Library Box 1406 Natchez, MS 39120

Lee-Itawamba

State Documents Librarian
Lee-Itawamba Library System
219 Madison Street
Tupelo, MS 38801

~~Lincoln-Lawrence-Franklin~~

~~State Documents Librarian~~
~~Lincoln-Lawrence-Franklin Regional~~
Library
~~Brookhaven, MS 39601~~

Madison County-Canton

State Documents Librarian
Madison County-Canton Public Library
102 North Priestly
Canton, MS 39046

Meridian

State Documents Librarian
Meridian Public Library
2517 7th Street
Meridian, MS 39046

Mid-Mississippi Regional Library

State Documents Librarian
Mid-Mississippi Regional Library
201 South Huntington
Kosciusko, MS 39090

Northeast Regional Library

State Documents Librarian
Northeast Regional Library
Box 1419
1023 Fillmore Street
Corinth, MS 38834

Pearl River County Library System

State Documents Librarian
Pearl River County Library System
Goodyear Boulevard
Picayune, MS 39466

Pike-Amite-Walthall Library System

State Documents Librarian
Pike-Amite-Walthall Library System
114 South State Street
McComb, MS 39648

South Mississippi Regional Library

State Documents Librarian
South Mississippi Regional Library
900 Broad Street
Columbia, MS 39429

Tombigbee Regional Library	State Documents Librarian Tombigbee Regional Library P.O. Box 675 West Point, MS 39773
Washington County Library System	State Documents Librarian Washington County Library System 341 Main Street Greenville, MS 38701
Yazoo-Sharkey-Issaquena Library System	State Documents Librarian Yazoo-Sharkey-Issaquena Library 310 Main Street Yazoo City, MS 39194

Center For Research Libraries	Center For Research Libraries 5721 Cottage Grove Avenue Chicago, IL 60637
Library of Congress	Library of Congress Exchange & Gifts Division Washington, DC 20540

Millsaps-Wilson Library	State Documents Librarian Millsaps-Wilson Library 1701 N. State Street Jackson, MS
James Herbert White Library	State Documents Librarian James HErbert White Library Miss. Valley State University Itta Bena, MS 38941

MO

H. Manuals

I. Procedural guidelines

L. Shipping lists

11/7/80

MO:H4

DEPOSITORY LIBRARY HANDBOOK

MISSOURI DOCUMENTS DEPOSITORY LAW
181.100-181.140 RSMo

January 1980

Government Documents Division

Missouri State Library

(314) 751-3075
(314) 751-2564

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THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?

> **"Public access to government documents is essential to the successful operation of a democracy."**
> Congressman William S. Moorhead

Sections 181.100-181.140 of the Revised Statutes of Missouri (Supp. 1976), enacted as House Bill 1021 in 1976, created for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens had difficulty in obtaining or even knowing about the valuable materials which state agencies produced and agencies had problems in getting their publications to the people they were meant to help.

With the new law, Missouri joined most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications.

The depository law authorizes the State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies deposit, upon release, the number of copies of their publications requested by the State Library for the depository system, and the State Library mails these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated thirty-five Missouri libraries, the Library of Congress, and the Center for Research Libraries in Chicago as official state documents depositories. Fifteen of these libraries are full depositories which receive and make publicly available all state publications. Twenty-two libraries are partial depositories. All partial depositories receive a "core" group of state publications. In addition to these basic documents, they have been given a choice of agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major state documents collection in each area of the state, plus smaller collections in additional locations.

Chapter 181

STATE LIBRARY

181.100. State publications defined.—As used in sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(L. 1976 H. B. 1021 § 2)

181.110. Publications of state officers, indexed list of to be published, distribution—depositories of publications, designation, request.—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor.

(L. 1976 H. B. 1021 § 3)

181.120. Library to distribute publications, to whom.—In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society.

(L. 1976 H. B. 1021 § 4)

181.130. Depository agreements permitted, when.—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

(L. 1976 H. B. 1021 § 5)

181.140. State agencies to furnish copies of publications, to whom.—Every state agency, as enumerated in section 181.100, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo.

(L. 1976 H. B. 1021 § 6)

STANDARDS FOR DEPOSITORY LIBRARIES

Missouri Register

Title 6—DEPARTMENT OF HIGHER EDUCATION

Division 20—State Library

Chapter 2—State Publications Depository Library System

PROPOSED RULES

6 CSR 20-2.010 Types of Depository Libraries

PURPOSE: The State Library has the authority to designate public, college, and university libraries to act as depositories for state government publications. This rule defines the two types of depository designations which will be made in order to meet the varied needs of Missouri residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies.

(1) Depository libraries shall be of two types:

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least one full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area, Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library. In addition, the State Library shall define categories of publications for selection by depository libraries. A category may be comprised of the publications of a department or division of state government or some other logical grouping of publications. Each partial depository library must select at least one category of publications to be received in addition to the core collection.

Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976)

6 CSR 20-2.020 Standards for Depository Libraries

PURPOSE: The State Library will distribute state publications on a regular basis to the libraries designated as depositories. This rule promotes free access to the publications by all residents of the state by establishing minimum standards which libraries must meet and maintain to be eligible for depository status. It also gives the State Library power to enforce these standards.

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the basis of geographic distribution, broadness of clientele served, and ability to meet the conditions specified in the following section.

(2) A depository library shall:

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Missouri resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

BEST COPY AVAILABLE

576

STATE DOCUMENTS DEPOSITORY LIBRARIES

FULL DEPOSITORIES (10)

Northeast
- Northeast Missouri State University, Kirksville

Northwest
- Northwest Missouri State University, Maryville
- Missouri Western College, St. Joseph

Southeast
- Southeast Missouri State University, Cape Girardeau

Southwest
- Southwest Missouri State University, Springfield

Central
- Central Missouri State University, Warrensburg
- University of Missouri-Columbia

Kansas City Metropolitan Area
- Kansas City Public Library

St. Louis Metropolitan Area
- St. Louis Public Library
- University of Missouri- St. Louis

PARTIAL DEPOSITORIES (24)

Northeast
- None

Northwest
- St. Joseph Public Library
- Rolling Hills Consolidated Library, St. Joseph

Southeast
- Cape Girardeau Public Library
- Riverside Regional Library, Jackson
- Three Rivers Community College, Poplar Bluff
- Current River Regional Library, Van Buren

Southwest
- Springfield-Greene County Library
- Barry-Lawrence Regional Library, Monett
- Missouri Southern State College, Joplin
- School of the Ozarks, Point Lookout

South Central
- Southwest Missouri State University-West Plains Campus

Central
- Central Methodist College, Fayette
- Daniel Boone Regional Library, Columbia
- University of Missouri-Columbia Law Library
- University of Missouri-Rolla

East-Central
- Mineral Area College Instructional Resources Center, Flat River

Kansas City Metropolitan Area
- University of Missouri-Kansas City General Library
- University of Missouri-Kansas City Law Library
- William Jewell College, Liberty

St. Louis Metropolitan Area
- Maryville College Library
- St. Charles City & County Library
- St. Louis County Library
- St. Louis University Law School Library
- Webster College Library

STATUTORY DEPOSITORIES

Depository Center: Missouri State Library (2 copies)
Missouri State Archives (2 copies)
Missouri State Historical Society (2 copies)

SPECIAL DEPOSITORIES

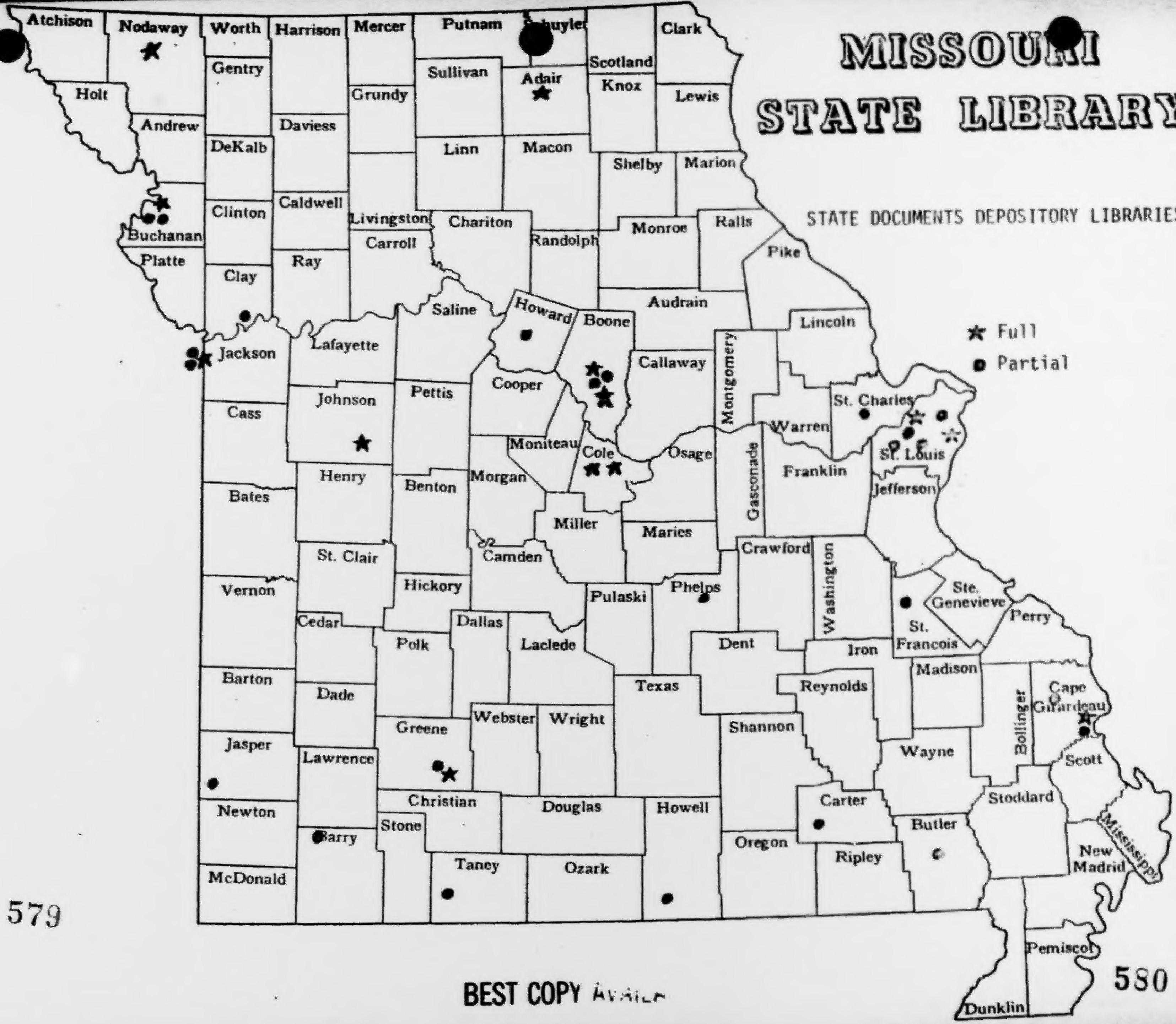
Center for Research Libraries, Chicago
Library of Congress

MISSOURI STATE LIBRARY

STATE DOCUMENTS DEPOSITORY LIBRARIES

★ Full

● Partial


Atchison
Nodaway
Worth
Harrison
Mercer
Putnam
Schuyler
Clark
Gentry
Sullivan
Adair
Scotland
Knox
Lewis
Holt
Andrew
Grundy
Daviess
DeKalb
Linn
Macon
Shelby
Marion
Buchanan
Clinton
Caldwell
Livingston
Chariton
Monroe
Ralls
Platte
Carroll
Randolph
Clay
Ray
Pike
Saline
Howard
Boone
Audrain
Lincoln
Jackson
Lafayette
Callaway
Montgomery
Cooper
Johnson
Pettis
St. Charles
Cass
Warren
Moniteau
Cole
Osage
St. Louis
Henry
Benton
Morgan
Gasconade
Franklin
Bates
Jefferson
Miller
Maries
Crawford
St. Clair
Camden
Washington
Vernon
Hickory
Pulaski
Phelps
Ste. Genevieve
Cedar
Dallas
Perry
Polk
Laclede
Dent
St. Francois
Iron
Barton
Madison
Dade
Texas
Reynolds
Cape Girardeau
Webster
Wright
Greene
Shannon
Bollinger
Jasper
Wayne
Lawrence
Scott
Christian
Douglas
Howell
Carter
Stoddard
Newton
Stone
Butler
Barry
Oregon
Ripley
Mississippi
Taney
Ozark
New Madrid
McDonald
Pemiscot
Dunklin

579

580

TYPES OF PUBLICATIONS DISTRIBUTED

The definition of "state publication" in the law (181.100 RSMo) is intentionally broad so that it covers all types of publications. However, the State Library can exempt from distribution publications which it determines have little value. On the advice of depository libraries, several serials have been so exempted during the past year. Though the depository law covers state university publications, the system so far has concentrated on the executive and legislative branches.

Agencies are not required to supply publications retrospectively to depository libraries.

Core Documents

State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.

Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistical or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.

The list of "core documents" follows on pp. 8-10.

All Other Publications

Publications not on the "core list" are distributed to all full depositories. They are distributed to partial depositories depending on the choices which the libraries have made from approximately 50 categories of publications. Partial depositories have the opportunity to change their selections annually.

A list of these categories follows on pp. 11-15.

CORE DOCUMENTS

OFFICE OF ADMINISTRATION
    Annual report (if published)

Budget & Planning Division
    Executive budget (annual)
    Budget message and budget summary (if published)
    Missouri economic indicators (quarterly)

EDP Coordination Division
    Missouri state telephone directory

AGRICULTURE DEPARTMENT
    Biennial report

Crop and Livestock Reporting Service
    Annual report (if published)
    Missouri farm facts (annual)

ATTORNEY GENERAL
    Annual report (if published)

AUDITOR
    Annual report
    Monthly activity summary

CONSERVATION DEPARTMENT
    Annual report
    Wildlife code (annual)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT
    Annual report (if published)
    Missouri consumer; a bi-weekly article of interest to consumers

Commerce & Industrial Development Division
    Missouri corporate planner (looseleaf; irregular)

Finance Division
    Biennial report

Insurance Division
    Annual report & statistical data

Savings & Loan Supervision Division
    Biennial report

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
    Missouri school directory (annual)
    Missouri school laws (looseleaf)
    Missouri schools (monthly except for June, July, & August)
    Report of the public schools of Missouri (annual)

GENERAL ASSEMBLY
Manual: List of members, officers, committees, and the rules of the House/Senate (biennial)

Fiscal Affairs Committee
Appropriations summary (annual)

Legislative Research Committee
Revised statutes of Missouri (every 10 years)
Supplement to revised statutes (annual)

HIGHER EDUCATION DEPARTMENT
Annual report

HIGHWAY DEPARTMENT
Accident statistics
Annual report, Biennial report
State highway map

JUDICIAL DEPARTMENT
Annual statistical report: Judicial conference

LABOR & INDUSTRIAL RELATIONS DEPARTMENT
Annual report
Labor laws of Missouri

Employment Security Division
Missouri area labor trends (monthly)

LIEUTENANT GOVERNOR
Annual report

MENTAL HEALTH DEPARTMENT
Annual report (if published)

NATURAL RESOURCES DEPARTMENT
Annual report (if published)

PUBLIC SAFETY DEPARTMENT
Annual report (if published)

Fire Marshal
Annual report

Highway Patrol
Missouri traffic crashes

REVENUE DEPARTMENT
Annual combined financial report of the Department of Revenue and the State Treasurer

Tax Commission
Annual report of the proceedings & decisions of the State Tax Commission

SECRETARY OF STATE
- Constitution of the State of Missouri
- Democratic & Republican convention rosters (every 4 years)
- Democratic & Republican state committees and slates of candidates (biennial)
- Election laws of the State of Missouri (frequent supplements)
- General Assembly roster (biennial)
- Official manual (biennial)
- Primary election returns (biennial)
- Roster of state, district & county officers (biennial)

Office of Chief Clerk
- Certification of candidates for general election
- Certification of candidates for primary election

Administrative Rules Division
- Code of Missouri regulations (looseleaf)
- Missouri register (monthly)

SOCIAL SERVICES DEPARTMENT
- Annual report (if published)

Family Services Division
- Juvenile court statistics (annual)

Health Division
- Licensed ambulance services
- Licensed boarding houses in Missouri
- Licensed nursing homes in Missouri (quarterly)
- Missouri hospital directory (twice yearly)
- Missouri vital statistics (annual)
- Monthly vital statistics

Planning & Budget Division, State Health Planning & Development Agency
- State hospital plan

Probation & Parole Division
- Annual report

TRANSPORTATION DEPARTMENT

Merged with Highway Department on January 1, 1980. No longer a separate department.

AGENCY CODE LIST

1980

Following is a list by agency of all of the catagories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed will range from 18 to 42 .

Partial depositories will be allowed to review their selections once a year.

# OF COPIES	AGENCY CODE	
		OFFICE OF ADMINISTRATION
22	AD-1	ACCOUNTING DIVISION.
41	AD-2	BUDGET & PLANNING DIVISION
23	AD-3	PERSONNEL DIVISION
19	AD-4	REMAINDER OF OFFICE OF ADMINISTRATION. Central office, Purchasing, Design & Construction, etc.
		AGRICULTURE DEPARTMENT
24	AG-1	CROP & LIVESTOCK REPORTING SERVICE
25	AG-2	REMAINDER OF AGRICULTURE DEPARTMENT. All divisions and Central Office.
		ATTORNEY GENERAL
30	ATG-1	ATTORNEY GENERAL

# OF COPIES	AGENCY CODE	
		AUDITOR
22	AUD-1.	AUDITOR
		CONSERVATION DEPARTMENT
38	CON-1.	CONSERVATION DEPARTMENT - GENERAL. Publications on hunting and fishing; wildlife; forestry; rare & endangered species; hiking trails; etc.
24	CON-2.	CONSERVATION DEPARTMENT - TECHNICAL. Technical reports from Fisheries, Forestry, & Wildlife Divisions.
		CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT
35	CARL-1.	STATE COUNCIL ON THE ARTS.
36	CARL-2.	COMMERCE & INDUSTRIAL DEVELOPMENT DIVISION and COMMUNITY DEVELOPMENT DIVISION.
22	CARL-3.	FINANCE DIVISION.
32	CARL-4.	HUMAN RIGHTS COMMISSION.
32	CARL-5.	PUBLIC SERVICE COMMISSION. All publications except Reports.
20	CARL-6.	PUBLIC SERVICE COMMISSION - Reports.
32	CARL-7.	PROFESSIONAL REGISTRATION DIVISIONS. Directories of numerous licensing boards: Cosmetology; Dental; Healing Arts, etc.
37	CARL-8.	TOURISM DIVISION.
28	CARL-9.	REMAINDER OF DEPARTMENT OF CARL. Includes central office, Administrative Hearing Commission, Credit Unions Division, Environmental Improvement Authority, Housing Development Commission, Insurance Division, Public Counsel, Savings & Loan Supervision Division.
		ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
29	ED-1.	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT.
		GENERAL ASSEMBLY
35	GA-1.	BILLS & JOURNALS.
26	GA-2.	REMAINDER OF GENERAL ASSEMBLY.

# OF COPIES	AGENCY CODE	
		GOVERNOR
33	GOV-1.	GOVERNOR.
		HIGHER EDUCATION DEPARTMENT
36	HI-1.	HIGHER EDUCATION DEPARTMENT - CENTRAL OFFICE.
37	HI-2.	STATE HISTORICAL SOCIETY.
41	HI-3.	STATE LIBRARY.
		HIGHWAY DEPARTMENT
30	HIGH-1.	HIGHWAY DEPARTMENT - GENERAL. Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specifications; brochures; other publications.
20	HIGH-2.	HIGHWAY DEPARTMENT - TECHNICAL. Research reports on technical aspects of highway construction.
		JUDICIAL DEPARTMENT
22	JUD-1.	JUDICIAL DEPARTMENT.
		LABOR & INDUSTRIAL RELATIONS DEPARTMENT
35	LI-1.	EMPLOYMENT SECURITY DIVISION. Research reports on employment, unemployment rates and insurance; characteristics of workers, etc.; brochures on unemployment insurance rules; brochures on job-hunting; other.
24	LI-2.	REMAINDER OF LIR DEPARTMENT. Includes central office of LIR Department; Workmen's Compensation Division; Mediation Board.
		LIEUTENANT GOVERNOR
25	LG-1.	LIEUTENANT GOVERNOR.
		MENTAL HEALTH DEPARTMENT
28	MH-1.	MENTAL HEALTH DEPARTMENT - CENTRAL OFFICE.
23	MH-2.	STATE MENTAL HEALTH INSTITUTIONS.

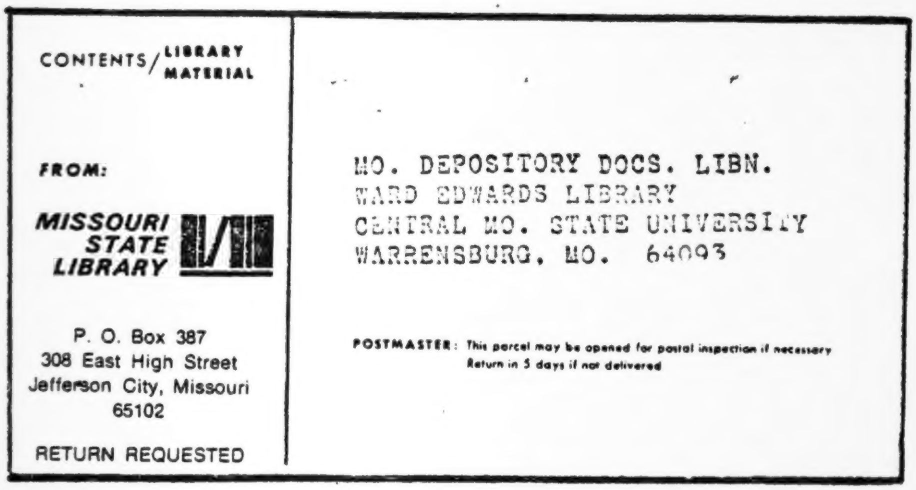
# OF COPIES	AGENCY CODE	
		NATURAL RESOURCES DEPARTMENT
34	NR-1.	ENVIRONMENTAL QUALITY DIVISION.
38	NR-2.	GEOLOGY & LAND SURVEY DIVISION - GENERAL.
24	NR-2-A.	GEOLOGY & LAND SURVEY DIVISION - TECHNICAL. Technical reports and news releases.
36	NR-3.	REMAINDER OF NATURAL RESOURCES DEPARTMENT. Central office and all divisions other than Environmental Quality and Geology & Land Survey.
		PUBLIC SAFETY DEPARTMENT
20	PS-1.	ADJUTANT GENERAL. Includes Disaster Planning Office, National Guard.
25	PS-2.	CRIMINAL JUSTICE COUNCIL.
24	PS-3.	HIGHWAY PATROL.
25	PS-4.	REMAINDER OF PUBLIC SAFETY DEPARTMENT. Publications of central office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division.
		REVENUE DEPARTMENT
30	REV-1.	REVENUE DEPARTMENT. Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission.
		PUBLIC SCHOOL RETIREMENT SYSTEM
22	SCH-1.	PUBLIC SCHOOL RETIREMENT SYSTEM.
		SECRETARY OF STATE
32	SS-1.	SECRETARY OF STATE.
		SOCIAL SERVICES DEPARTMENT
22	SOC-1.	CORRECTIONS DIVISION.
31	SOC-2.	FAMILY SERVICES DIVISION.
31	SOC-3.	HEALTH DIVISION.
31	SOC-4.	PLANNING AND BUDGET DIVISION; MANPOWER PLANNING DIVISION. Includes Aging Office; State Health Planning and Development Agency; Office of Economic Opportunity.

# OF COPIES	AGENCY CODE	
		SOCIAL SERVICES DEPARTMENT (Con't)
24	SOC-5	REMAINDER OF SOCIAL SERVICES DEPARTMENT. Includes Central Office; Probation and Parole Board; Veterans' Affairs Division; Youth Services Division.
		TRANSPORTATION DEPARTMENT
		TRANSPORTATION DEPARTMENT merged with HIGHWAY DEPARTMENT on January 1, 1980. No longer a separate department.
		TREASURER
27	TR-1	TREASURER.

DISTRIBUTION AND MAILING

The State Library has contracted with the Library Services Center of Missouri, 715 Dix Road, for distribution of documents under the depository law. Each depository library has been assigned a place on sorting shelves at the Library Services Center. As documents are received, they are sorted according to the choices which have been made by partial depositories. Shipments to libraries are made each Wednesday. A shipping list accompanies every shipment.

Documents are sent with the following type of label:



CONTENTS/ LIBRARY MATERIAL

FROM:

MISSOURI
STATE
LIBRARY

P. O. Box 387
308 East High Street
Jefferson City, Missouri
65102

RETURN REQUESTED

MO. DEPOSITORY DOCS. LIBN.
WARD EDWARDS LIBRARY
CENTRAL MO. STATE UNIVERSITY
WARRENSBURG, MO. 64093

POSTMASTER: This parcel may be opened for postal inspection if necessary
Return in 5 days if not delivered

Please make sure your mailroom knows where to direct packages and letters addressed to "Mo. Depository Docs. Libn."

DIRECT DISTRIBUTION

A few publications are mailed directly to depositories by the agencies. The Missouri Register, published by the Secretary of State, is mailed directly from Kansas City, where it is published monthly. Public School Laws is mailed directly from the Elementary and Secondary Education Department. We will alert you to any other publications mailed directly.

RECEIVING AND CLAIMING

When depository shipments are received, each document must be marked with (1) date of receipt and (2) indication that this is a Missouri depository document, such as "Mo. Dep. Doc." A stamp showing both will simplify this procedure. The purpose of the date stamp is to aid in disposal procedures in later years and to help you estimate the time of the next edition or issue of a publication.

Full depositories should receive every document listed on the shipping list enclosed in the weekly shipment. Full depositories and partial depositories should compare the shipping list number to the number of the last shipment received to make sure that an entire shipment has not been lost in the mail. If a shipment is missing send in an orange Claim Form to Coordinator, Government Documents Division, Missouri State Library. A sample claim form follows this section. If the shipment arrives after you have mailed the claim form, be sure to notify the State Library immediately.

Partial depositories have selected the classes of publications they wish to receive from approximately 50 choices. Since no two of the 24 partial depositories will receive the same documents in any given week, complex sorting procedures at our end and careful checking of shipping lists and publications received at your end are necessary. We depend on you to notify us of errors made in sorting. (Thanks to the accuracy of the staff at the Library Services Center, very few errors are made.) Agencies often have only a limited supply of their publications, so please notify us immediately of any publications missing from your shipment.

Much important information concerning the mechanics/procedures of the program, the availability of publications, and bibliographic information relating to state agencies and their publishing activities is included as notes on the weekly shipping lists. If a clerk or paraprofessional is responsible for processing of newly-received documents, the depository librarian should be sure to read each week's list for this information.

Each partial depository receives each year a Depository Selections list showing Agency Codes for the categories of publications which it has chosen to receive during the coming year. This list is essential to your weekly checking in of depository shipments. Following is a suggested procedure for checking in shipments. (Libraries which are also Federal depositories will already be familiar with this procedure.)

SAMPLE SHIPPING LIST

SHIPPING LIST #80
DATE November 1, 1978

CODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION	
AD-2	Budget & Planning Division Budgeting for the 1980's. 1978. 32 p.	AD.Bu 2:B 85
	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT	
Core	Missouri school directory 1978-1979. (annual)	ED 4:Sch 1/yrs.
ED-1	Learning is fun. 1977. 562 p.	ED 2:L 47
	PUBLIC SAFETY DEPARTMENT	
Core	Annual report 1977-78.	PS 1:yrs.
PS-4	Planning for Missouri's safety 1978-1982. 200 p.	PS 2:P 69

1. In the "CODE" column, circle or check the codes for publications which your library should receive:

   a. Circle or check "Core" each time it appears.
   b. Circle or check eacy Agency Code which your library has selected by referring to your library's Depository Selections list.

Following is a properly marked shipping list for Library A, which had selected publications of the Budget & Planning Division (AD-2) and the Elementary and Secondary Department (ED-1).

CODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION	
[✓ AD-2]	Budget & Planning Division Budgeting for the 1980's. 1978. 32 p.	AD.Bu 2:B 85
[✓ Core]	(etc.)	
[✓ ED-1]		
[✓ Core]		
PS-4		

2. Library A should expect to find in its shipment all publications circled above. It should not find the publication not circled. To check this, compare the documents received to the titles on the shipping list, and make a second mark by the codes for those received:

CODE		CLASSIFICATION
✓ Ad-2		
✓ Core		
✓ ED-1		
✓ Core		
PS-4		

The sample shipment above was sent correctly because the two sets of marks match. Two types of errors might have occurred.

a. Missing Document: If a code was marked the first time but not the second, it should have been received by the library, but was not.

✓ AD-2
✓ Core
ED-1
✓ Core
PS-4

In this sample, ED-1 appears on the library's selection list, but Learning is Fun was not in the shipment. Send a Claim Form as soon as possible, filled out as follows:

SHIPPING LIST #	DATE OF SHIPPING LIST	CODE #	TITLE
80	Nov. 1, 1978	ED-1	Learning is Fun.

b. Extra Document. If a document is received for a code which was not on the library's selection list, please return to the State Library. For example, if Library A in the example above had received Planning for Missouri's Safety 1978-1982, it should have returned the document, since PS-4 had not been selected. Attach a note to documents returned stating "Received in Error under Agency Code _____," or something similar, with your name and library.

CLAIM

FOR

MISSOURI DEPOSITORY DOCUMENTS

Distributed under 181.110 RSMo (Supp. 1976)

Mail to: Government Documents Coordinator, Missouri State Library, P.O. Box 387, Jefferson City, MO 65102

Shipping List #	DATE OF SHIPPING LIST	CODE #	TITLE

NAME: __________________________

LIBRARY: __________________________

DATE: __________________________

Please mail claims within 10 days of receipt of shipment.

Rev. 3-79

CLASSIFICATION

Adoption of the Missouri State Documents Classification is entirely optional, and Missouri documents need not be kept in a separate collection. Since the majority of libraries cannot afford to integrate all documents completely into their main collections, however, most depository libraries use the Missouri Classification. Even if cost were not a factor, many feel that a separate collection has advantages for those interested in Missouri government publications. Use of the Missouri Classification allows documents to be placed on the shelf immediately upon receipt.

A separate booklet, Missouri State Documents Classification: Post-Reorganization Agency Codes and Form Division (Jan. 1977), explains the principles of the Missouri classification. Class numbers appear on shipping lists and the monthly Missouri State Government Publications checklist. A separate listing by class number for serials is also available. Depository libraries are encouraged to notify the State Documents Librarian of apparent errors in the assignment of new classification numbers.

For the convenience of depository libraries which wish to classify Missouri documents into Dewey or L.C., suggested classification numbers appear on the shelf list cards sent to depository libraries. (See next section.)

RECORDKEEPING PROCEDURES

OCLC Cards

Utilizing the OCLC system, the State Library supplies a main entry card for each new serial and monograph distributed. A full-time librarian is employed at the Library Services Center to catalog documents for input to the OCLC data base. Cards are mailed to full depositories directly from OCLC in Ohio, while partial depositories receive their cards in the regular weekly shipments from the Library Services Center. Each shelf list card contains the MoDocs number in call number position; the main entry and full descriptive cataloging, per AACR; necessary notes, including the Agency Code under which the document was distributed and suggested Dewey and LC classification numbers; Library of Congress subject headings; and, added entries. By using the OCLC number which appears on each card, libraries which are OCLC members can produce full sets of catalog cards for selected documents.

It is one goal of the depository program to provide these shelf list cards as quickly as possible after the documents have been shipped. As might be expected, various factors intervene: a backlog of documents requiring cataloging; an increasingly large state agency publishing output; other, often conflicting, work assignments; staff schedules; and, surprises. Within these limitations, we have been forced to choose some documents as high priority based on their content, format, permanent value, or demand, and to catalog them before we attempt to catalog everything. Eventually, however, all documents on the shipping list will be cataloged.

Documents are cataloged according to Anglo-American cataloging rules. This means that sometimes the main entry does not show the hierarchy of the issuing agency, or the main entry may even be a personal author. At the request of depository libraries, the cataloger inputs an added entry for each document showing the hierarchy of the agency publishing the document if below departmental level. This is usually an "illegal" AACR entry. Therefore, the entry appears on the shelf list card, but does not remain in the permanent OCLC data base. As a result, a library which wishes to produce a full set of cards for a particular document must input the agency entry itself if it wishes it to appear on its cards. The "illegal" entry is input in the 710 fields.

Following are samples of OCLC main entry cards for a serial and a monograph which show the parts of an OCLC card. If you have any questions concerning the cataloging of state documents contact Robert Nedderman, State Documents Librarian Library Services Center, 715 Dix Road, Jefferson City, MO 65101. Phone 314/751-2564.

title main entry

DOC
MO
REV.Ta
10:v./no.
Tax information bulletin; a quarterly
Missouri tax news pamphlet. v. 1-
July 1978- Jefferson City,
Missouri Department of Revenue,
Division of Taxation.
v. 23 cm.
For holdings see DOCUMENTS RECORD.
LC# HJ2417.A65 ; DDC# 353.9/778/00724
Agency code: REV-1.
Supersedes: Tax information bulletin
(REV 10:).
1. Taxation--Missouri--Periodicals.
I. Missouri. Division of Taxation.
II. Missouri. Dept. of Revenue.
Division of Taxation.
Mo 12 FEB 79 4645784 MOLDxc

special note on serial shelf list cards

agency code under which document wa
distributed

correct form of agency added entry

tracing

"illegal" form showing full hierarchy

MoDocs number

corporate main entry

DOC
MO
AD.Bu
2:P 81/2
United States. Bureau of the Census.
July 1, 1976, population estimates
for federal general revenue sharing
areas : counties, incorporated places,
and selected minor civil divisions in
Missouri / U.S. Department of Commerce,
Bureau of the Census ; in cooperation
with State of Missouri, Office of
Administration, Division of Budget and
Planning. -- [Jefferson City : The
Division], 1978.
36 p. ; 28 cm.
Cover title.
"Prepublication tables," subject to
revision before final publication.
LC# HB1985.M8 ; DDC# 317.78
Agency code : AD-2.
Mo 12 FEB 79 4645927 MOLDxc SEE NEXT CRD

title, state
ment of re-
sponsibility
& imprint

suggested LC & Dewey class numbers

collation & notes

OCLC control number

date of card production

DOC
MO
AD.Bu
2:P 81/2
United States. Bureau of the Census.
July 1, 1976, population estimates
... 1978. (Card 2)

correct form of agency heading which displays hierarchy

LC subject heading

1. Missouri--Population--Statistics.
I. Missouri. Office of Administration.
Division of Budget and Planning.
II. Title
Mo 12 FEB 79 4645927 MOLDxc

RECORDKEEPING PROCEDURES
(Con't.)

Shelf List Cards

Unless state documents are fully integrated into the library's regular collection, a shelf list showing the location of all state documents is highly desirable. Otherwise, control over publications is difficult. If the Missouri classification is used, the shelf list can be arranged by MoDoc number. If the classification scheme is not used, the shelf list can be arranged by agency. The shipping list which accompanies documents will provide the necessary information about issuing agencies.

Even if you use the OCLC cards as your shelf list cards, you may wish to prepare your own temporary shelf list cards for use until the OCLC cards arrive. Your own check-in cards will be needed for serials, even with OCLC main entry cards. Check-in cards presently in use in your library for other publications can be used for state publications. Each record should include the following:

1. Call number (MoDoc, Dewey, or L.C.)
2. Issuing agency
3. Title
4. Frequency, if serial
5. Source (If non-depository state documents are included in the file, distinguish them from depository documents.)
6. Shelving location, if not indicated by call number. (Example: "Shelved in Quick Reference section.")

You may also wish to include:

7. Routing instructions
8. Binding information

The format of check-in records is up to each library. On the next page are samples of cards from the State Library's shelf list.

MONOGRAPHS

MO
AD
2:R29

Administration, Office of.

Missouri state government reorganization. 1974.
56 p.

c. 1, 2

MO
CARL
2:Sm 1

Consumer Affairs, Regulation & Licensing Dept.

An introduction to small claims court. [1976.]
8 p.

c. 1, 2, 3

ANNUAL

LABOR & INDUSTRIAL RELATIONS DEPT.

Annual Report.

MO
LI
1:(yr.)

1951	1961	1971	1981	1991	2001	2011	2021
1952	1962	1972	1982	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
1955	1965	1975 ✓	1				
1956	1966	1976 ✓	1				
1957	1967	1977 ✓	1				
1958	1968	1978 ✓	1				
1959	1969	1979 ✓	1				
1960	1970	1980	1				

MONTHLY

TREASURER.

The Funds of the State of Missouri.

MO
TR
10:(yr./mo.)

Year	Vol.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1976		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1977		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1978		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
[illegible]		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

RECORDKEEPING PROCEDURES
(Con't.)

Title File

You will never regret creating a title file. As your collection grows, you will find it extremely valuable. The State Library maintains a title file for state documents with cards which show only title and call number. For more information, the call number leads to the detailed shelflist file. Examples of title entries:

Babies need iron.

MO
SOC.He
2:B 11

Missouri Conservationist.

MO
CON
10:v/#

RETENTION OF DOCUMENTS

According to the standards for depository libraries, a depository library shall:

ository

> - Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library. --6CSR 20-2.020 (2) (I)

Disposal policies have not yet been established since the depository system is still evolving. However, if you will notify Maggie Johnson of any types of depository publications which you would like to discard as having no current value, she will make a decision. If she determines that a particular type of material may be discarded, all depositories will be notified. Unless you are so notified, you must retain all documents received through the depository system. We hope to have a written disposal policy shortly.

REFERENCE ASSISTANCE, CIRCULATION AND INTERLIBRARY LOAN

The standards for depository libraries state that a library shall:

> (A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.
>
> (B) Provide interlibrary loan service for state publications to any Missouri resident. --6CSR 20.020 (2) (A) & (B)

While circulation of documents is highly desirable, it is recognized that a few items must be available for reference; for example, the Code of State Regulations and the Official Manual.

Libraries are encouraged to request state documents which they do not have from the State Library or another depository. Also, do not hesitate to call or write the State Library with reference requests about state government. Even if the answer is not available in published form, the staff will contact state agencies to obtain as much information as possible. Call Maggie Johnson (751-3075) or the Reference Division (751-3615). The hotline collect numbers for rush requests are 751-2862 and 751-4551. (These numbers are to be used by library staff, not patrons).

REQUESTS FOR ADDITIONAL COPIES OF DEPOSITORY ITEMS

If you request added copies of depository items from state agencies, make some reference to the depository program so that agencies will know that the copies they supplied were distributed. For example, "Although we received one copy of this publication through the depository library system, an additional copy is needed..." or "The copy which we received through the depository program has been stolen..."

NON-DEPOSITORY DOCUMENTS

You are, of course, free to handle state documents which are not distributed through the depository system in any way you like. It will be helpful if you will send Maggie Johnson a copy of the title page of any new document you receive separately which does not appear on a shipping list within a few weeks, so that she can request copies for all libraries.

CONCLUSION

The success of the depository program would not be possible without the great cooperation of all of the libraries and librarians involved. If you have any suggestions or comments please let Maggie Johnson or Robert Nedderman know.

Maggie Johnson
Coordinator, Government
Documents Division
Missouri State Library
P.O. Box 387
Jefferson City, MO 65102
314-751-3075

Robert Nedderman
State Documents Librarian
Library Services Center
715 Dix Road
Jefferson City, MO 65101
314-751-2564

11/7/80

MO:H5

STATE AGENCY HANDBOOK

MISSOURI DOCUMENTS DEPOSITORY LAW
181.100-181.140 RSMo

January 1980

Prepared by Maggie Johnson

Coordinator, Government Documents Division

and

Barbara Klempke

Government Documents Division

Missouri State Library

(314) 751-3075
(314) 751-2564

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THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?

> "Public access to government documents is essential to the successful operation of a democracy."
> Congressman William S. Moorhead

Sections 181.100-181.140 of the Revised Statutes of Missouri (Supp. 1976), enacted as House Bill 1021 in 1976, created for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens had difficulty in obtaining or even knowing about the valuable materials which state agencies produced and agencies had problems in getting their publications to the people they were meant to help.

With the new law, Missouri joined most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications.

The depository law authorizes the State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies deposit, upon release, the number of copies of their publications requested by the State Library for the depository system, and the State Library mails these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated thirty-seven Missouri libraries, the Library of Congress, and the Center for Research Libraries in Chicago as official state documents depositories. Fifteen of these are full depositories which receive and make publicly available all state publications. Twenty-four libraries are partial depositories. All partial depositories receive a "core" group of state publications. In addition to these basic documents, they have been given a choice of agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major state documents collection in each area of the state, plus smaller collections in additional locations.

WHAT CAN THE DEPOSITORY SYSTEM DO FOR YOU?

The depository library system offers your agency the opportunity to place its publications in a variety of geographic locations with a minimum of effort. When the number of copies of a publication available for public distribution is limited, the depository system makes sure that these copies will be made available to the largest possible number of people, rather than scattered on a "first-come, first-serve" basis.

The depository program can save you money, since the State Library absorbs all staff and postage costs. Since all depositories are required to make state documents available on interlibrary loan, the entire state is readily served. In addition to mailing the documents, the State Library is providing the funds for a librarian to provide central cataloging services to all depository libraries. A computerized system is utilized to provide each depository library with a catalog card for each document it receives. This allows even the smallest depository library to maintain records which will readily direct the interested citizen to the particular publication he needs.

If you provide the copies...we'll do the rest.

Chapter 181

STATE LIBRARY

181.100. State publications defined.—As used in sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(L. 1976 H. B. 1021 § 2)

181.110. Publications of state officers, indexed list of to be published, distribution—depositories of publications, designation, request.—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor.

(L. 1976 H. B. 1021 § 3)

181.120. Library to distribute publications, to whom.—In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society.

(L. 1976 H. B. 1021 § 4)

181.130. Depository agreements permitted, when.—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

(L. 1976 H. B. 1021 § 5)

181.140. State agencies to furnish copies of publications, to whom.—Every state agency, as enumerated in section 181.100, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo.

(L. 1976 H. B. 1021 § 6)

STATE DOCUMENTS DEPOSITORY LIBRARIES

FULL DEPOSITORIES (10)

Northeast
Northeast Missouri State University, Kirksville

Northwest
Missouri Western College, St. Joseph
Northwest Missouri State University, Maryville

Southeast
Southeast Missouri State University, Cape Girardeau

Southwest
Southwest Missouri State University, Springfield

Central
Central Missouri State University, Warrensburg
University of Missouri-Columbia

Kansas City Metropolitan Area
Kansas City Public Library

St. Louis Metropolitan Area
St. Louis Public Library
University of Missouri-St. Louis

PARTIAL DEPOSITORIES (24)

Northeast
None

Northwest
Rolling Hills Consolidated Library, St. Joseph
St. Joseph Public Library

Southeast
Cape Girardeau Public Library
Current River Regional Library, Van Buren
Riverside Regional Library, Jackson
Three Rivers Community College, Poplar Bluff

Southwest
Barry-Lawrence Regional Library, Monett
Missouri Southern State College, Joplin
School of the Ozarks, Point Lookout
Springfield-Greene County Library

South Central

- Southwest Missouri State University-West Plains Campus

Central

- Central Methodist College, Fayette
- Daniel Boone Regional Library, Columbia
- University of Missouri-Columbia Law Library
- University of Missouri-Rolla

East-Central

- Mineral Area College Instructional Resources Center, Flat River

Kansas City Metropolitan Area

- University of Missouri-Kansas City General Library
- University of Missouri-Kansas City Law Library
- William Jewell College, Liberty

St. Louis Metropolitan Area

- Maryville College Library
- St. Charles City & County Library
- St. Louis County Library
- St. Louis University Law School Library
- Webster College Library

STATUTORY DEPOSITORIES

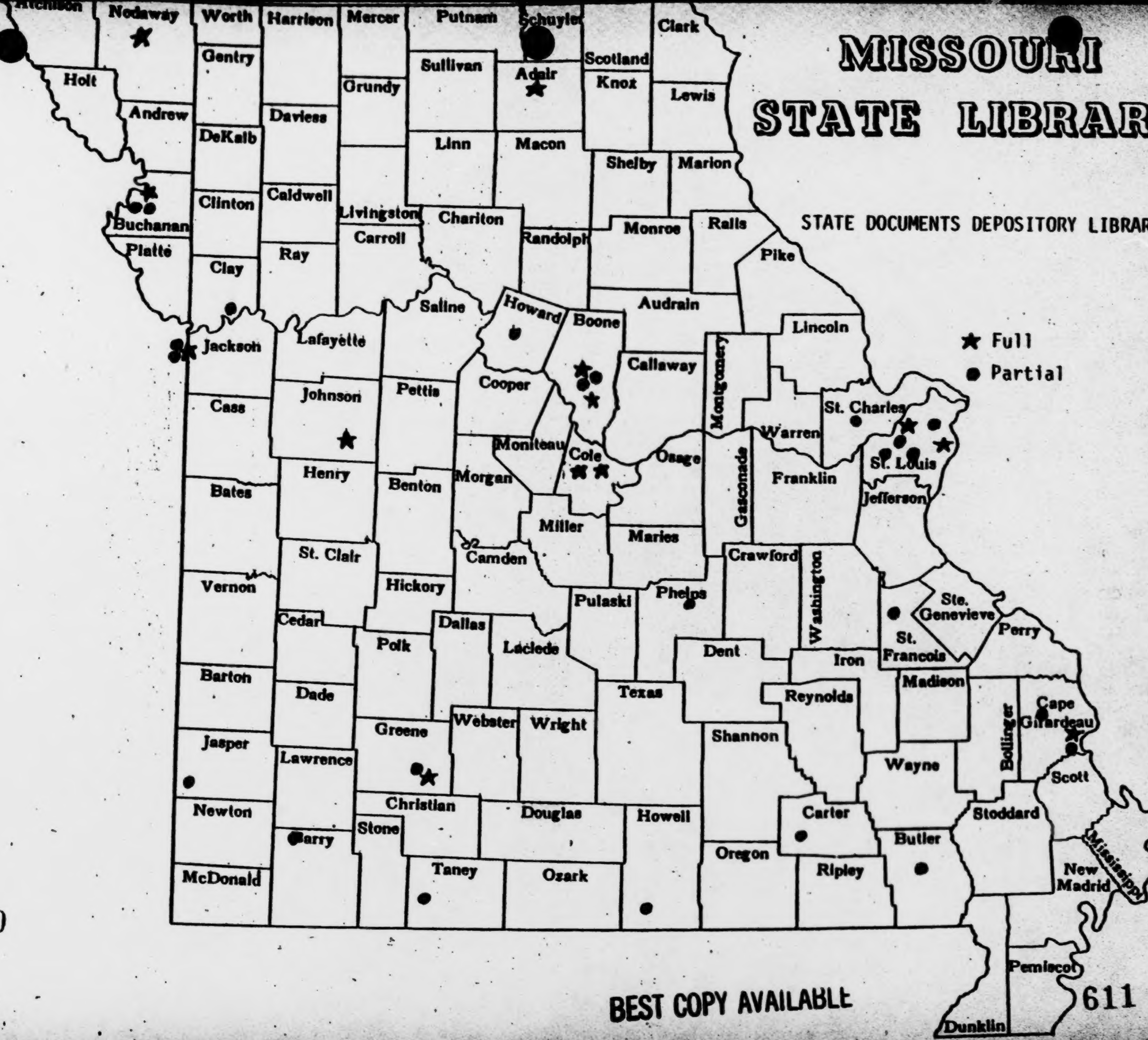
Depository Center: Missouri State Library (2 copies)
Missouri State Archives (2 copies)
Missouri State Historical Society (2 copies)

SPECIAL DEPOSITORIES

Center for Research Libraries, Chicago
Library of Congress

MISSOURI STATE LIBRARY

STATE DOCUMENTS DEPOSITORY LIBRARIES


★ Full
● Partial
Atchison
Nodaway
Worth
Harrison
Mercer
Putnam
Schuyler
Clark
Holt
Gentry
Sullivan
Adair
Scotland
Knox
Lewis
Andrew
Grundy
Daviess
DeKalb
Linn
Macon
Shelby
Marion
Buchanan
Clinton
Caldwell
Livingston
Chariton
Monroe
Ralls
Platte
Clay
Ray
Carroll
Randolph
Pike
Saline
Howard
Boone
Audrain
Jackson
Lafayette
Lincoln
Callaway
Montgomery
Cooper
Johnson
Pettis
Cass
St. Charles
Warren
Moniteau
Cole
Osage
St. Louis
Henry
Benton
Morgan
Gasconade
Franklin
Bates
Jefferson
Miller
Maries
St. Clair
Camden
Crawford
Washington
Vernon
Hickory
Pulaski
Phelps
Ste. Genevieve
Cedar
Dallas
St. Francois
Perry
Polk
Laclede
Dent
Iron
Barton
Dade
Texas
Reynolds
Madison
Cape Girardeau
Jasper
Greene
Webster
Wright
Shannon
Bollinger
Lawrence
Wayne
Scott
Newton
Christian
Douglas
Howell
Carter
Stoddard
Barry
Stone
Butler
Mississippi
Taney
Ozark
Oregon
Ripley
New Madrid
McDonald
Pemiscot
Dunklin

TYPES OF PUBLICATIONS TO BE DEPOSITED

The public is interested in almost everything which state agencies produce, not just "popular" types of publications. Libraries receive frequent requests for state program plans, annual reports, budgets, research reports, statistics, directories, compilations of laws...you name it. For that reason, we are interested in making all your publications available through the depository system. If you've published something, chances are good that someone out there wants to see it.

The definition of "state publication" in 181.100 RSMo includes all publications except correspondence and interoffice memoranda, and generally we'd like to stick with that. However, there may be a few items which would not be useful to the public; for example, many types of forms. If you have a question about whether to forward a particular publication, call the Government Documents Coordinator at the Missouri State Library (751-3075). Most libraries have space problems, so we won't ask you to provide anything which would be useless.

NUMBER OF COPIES REQUIRED

It would be simpler for both your agency and the State Library if we were to request the same number of copies of all publications. This seems wasteful to us, however, since not every library needs or can house all publications. In order to reduce the number of copies to be requested of agencies, and to meet the needs of individual libraries, we have developed a system of "full" and "partial" depositories, described on page 1.

We believe that each depository library should have available for its users a basic collection of state documents; therefore, all depositories must receive the publications listed on the "Core Documents" list which follows.

CHECK THE CORE LIST FIRST FOR PUBLICATIONS OF YOUR AGENCY. 42 COPIES ARE REQUESTED OF EACH TITLE ON THIS LIST.

FOR PUBLICATIONS NOT ON THE CORE LIST, GO ON TO THE "AGENCY LIST" ON PAGE 12.

MISSOURI STATE DOCUMENTS DEPOSITORY SYSTEM
CORE DOCUMENTS
1980

State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.

Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistical or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.

Publications not on the core list will be distributed to all full depositories and to some partial depositories, depending on the choices they make of categories of publications they wish to receive.

Missouri statistical abstracts published by any agency should be considered as core documents.

CORE DOCUMENTS

OFFICE OF ADMINISTRATION
Annual report (if published)

Budget & Planning Division
Executive budget (annual)
Budget message and budget summary (if published)
Missouri economic indicators (quarterly)

EDP Coordination Division
Missouri state telephone directory

AGRICULTURE DEPARTMENT
Biennial report

Crop and Livestock Reporting Service
Annual report (if published)
Missouri farm facts (annual)

ATTORNEY GENERAL
Annual report (if published)

AUDITOR
Annual report
Monthly activity summary

CONSERVATION DEPARTMENT
Annual report
Wildlife code (annual)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT
Annual report (if published)
Missouri consumer; a bi-weekly article of interest to consumers

Commerce & Industrial Development Division
Missouri corporate planner (looseleaf; irregular)

Finance Division
Biennial report

Insurance Division
Annual report & statistical data

Savings & Loan Supervision Division
Biennial report

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
Missouri school directory (annual)
Missouri school laws (looseleaf)
Missouri schools (monthly except for June, July, & August)
Report of the public schools of Missouri (annual)

GENERAL ASSEMBLY
Manual: List of members, officers, committees, and the rules of the House/Senate (biennial)

Fiscal Affairs Committee
Appropriations summary (annual)

Legislative Research Committee
Revised statutes of Missouri (every 10 years)
Supplement to revised statutes (annual)

HIGHER EDUCATION DEPARTMENT
Annual report

HIGHWAY DEPARTMENT
Accident statistics
Annual report, Biennial report
State highway map

JUDICIAL DEPARTMENT
Annual statistical report: Judicial conference

LABOR & INDUSTRIAL RELATIONS DEPARTMENT
Annual report
Labor laws of Missouri

Employment Security Division
Missouri area labor trends (monthly)

LIEUTENANT GOVERNOR
Annual report

MENTAL HEALTH DEPARTMENT
Annual report (if published)

NATURAL RESOURCES DEPARTMENT
Annual report (if published)

PUBLIC SAFETY DEPARTMENT
Annual report (if published)

Fire Marshal
Annual report

Highway Patrol
Missouri traffic crashes

REVENUE DEPARTMENT
Annual combined financial report of the Department of Revenue and the State Treasurer

Tax Commission
Annual report of the proceedings & decisions of the State Tax Commission

SECRETARY OF STATE
- Constitution of the State of Missouri
- Democratic & Republican convention rosters (every 4 years)
- Democratic & Republican state committees and slates of candidates (biennial)
- Election laws of the State of Missouri (frequent supplements)
- General Assembly roster (biennial)
- Official manual (biennial)
- Primary election returns (biennial)
- Roster of state, district & county officers (biennial)

Office of Chief Clerk
- Certification of candidates for general election
- Certification of candidates for primary election

Administrative Rules Division
- Code of Missouri regulations (looseleaf)
- Missouri register (monthly)

SOCIAL SERVICES DEPARTMENT
- Annual report (if published)

Family Services Division
- Juvenile court statistics (annual)

Health Division
- Licensed ambulance services
- Licensed boarding houses in Missouri
- Licensed nursing homes in Missouri (quarterly)
- Missouri hospital directory (twice yearly)
- Missouri vital statistics (annual)
- Monthly vital statistics

Planning & Budget Division, State Health Planning & Development Agency
- State hospital plan

Probation & Parole Division
- Annual report

TRANSPORTATION DEPARTMENT

Merged with Highway Department on January 1, 1980. No longer a separate department.

AGENCY CODE LIST
1980

Following is a list by agency of all of the catagories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed will range from 18 to 42.

Partial depositories will be allowed to review their selections once a year.

# OF COPIES	AGENCY CODE	
		OFFICE OF ADMINISTRATION
22	AD-1	ACCOUNTING DIVISION
41	AD-2	BUDGET & PLANNING DIVISION
23	AD-3	PERSONNEL DIVISION
19	AD-4	REMAINDER OF OFFICE OF ADMINISTRATION. Central Office, Purchasing, Design & Construction, etc.
		AGRICULTURE DEPARTMENT
24	AG-1	CROP & LIVESTOCK REPORTING SERVICE
25	AG-2	REMAINDER OF AGRICULTURE DEPARTMENT. All divisions and Central Office.
		ATTORNEY GENERAL
30	ATG-1	ATTORNEY GENERAL
		AUDITOR
22	AUD-1	AUDITOR

# OF COPIES	AGENCY CODE	
		CONSERVATION DEPARTMENT
38	CON-1	CONSERVATION DEPARTMENT - GENERAL Publications on hunting and fishing; wildlife; forestry; rare & endangered species; hiking trails; etc.
24	CON-2	CONSERVATION DEPARTMENT - TECHNICAL Technical reports from Fisheries, Forestry, & Wildlife Division.
		CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT
35	CARL-1	STATE COUNCIL ON THE ARTS
36	CARL-2	COMMERCE & INDUSTRIAL DEVELOPMENT DIVISION and COMMUNITY DEVELOPMENT DIVISION
22	CARL-3	FINANCE DIVISION
32	CARL-4	HUMAN RIGHTS COMMISSION
32	CARL-5	PUBLIC SERVICE COMMISSION All publications except Reports
20	CARL-6	PUBLIC SERVICE COMMISSION - Reports
32	CARL-7	PROFESSIONAL REGISTRATION DIVISIONS Directories of numerous licensing boards: Cosmetology; Dental; Healing Arts; etc.
37	CARL-8	TOURISM DIVISION
28	CARL-9	REMAINDER OF DEPARTMENT OF CARL Includes Central Office, Administrative Hearing Commission, Credit Unions Division, Environmental Improvement Authority, Housing Development Commission, Insurance Division, Public Counsel, Savings & Loan Supervision Division
		ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
29	ED-1	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
		GENERAL ASSEMBLY
35	GA-1	BILLS & JOURNALS
26	GA-2	REMAINDER OF GENERAL ASSEMBLY

# OF COPIES	AGENCY CODE	
		GOVERNOR
33	GOV-1	GOVERNOR
		HIGHER EDUCATION DEPARTMENT
36	HI-1	HIGHER EDUCATION DEPARTMENT - CENTRAL OFFICE
37	HI-2	STATE HISTORICAL SOCIETY
41	HI-3	STATE LIBRARY
		HIGHWAY DEPARTMENT
30	HIGH-1	HIGHWAY DEPARTMENT - GENERAL Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specifications; brochures; other publications
20	HIGH-2	HIGHWAY DEPARTMENT - TECHNICAL Research reports on technical aspects of highway construction
		JUDICIAL DEPARTMENT
22	JUD-1	JUDICIAL DEPARTMENT
		LABOR & INDUSTRIAL RELATIONS DEPARTMENT
35	LI-1	EMPLOYMENT SECURITY DIVISION Research reports on employment, unemployment rates and insurance; characteristics of workers, etc.; brochures on unemployment insurance rules; brochures on job-hunting; other
24	LI-2	REMAINDER OF LIR DEPARTMENT Includes Central Office of LIR Department; Workmen's Compensation Division; Mediation Board
		LIEUTENANT GOVERNOR
25	LG-1	LIEUTENANT GOVERNOR
		MENTAL HEALTH DEPARTMENT
28	MH-1	MENTAL HEALTH DEPARTMENT - CENTRAL OFFICE
23	MH-2	STATE MENTAL HEALTH INSTITUTIONS

# OF COPIES	AGENCY CODE	
		NATURAL RESOURCES DEPARTMENT
34	NR-1	ENVIRONMENTAL QUALITY DIVISION
38	NR-2	GEOLOGY & LAND SURVEY DIVISION - GENERAL
24	NR-2-A	GEOLOGY & LAND SURVEY DIVISION - TECHNICAL Technical reports and news releases
36	NR-3	REMAINDER OF NATURAL RESOURCES DEPARTMENT Central Office and all divisions other than Environmental Quality & Geology & Land Survey
		PUBLIC SAFETY DEPARTMENT
20	PS-1	ADJUTANT GENERAL Includes Disaster Planning Office, National Guard
25	PS-2	CRIMINAL JUSTICE COUNCIL
24	PS-3	HIGHWAY PATROL
25	PS-4	REMAINDER OF PUBLIC SAFETY DEPARTMENT Publications of Central Office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division
		REVENUE DEPARTMENT
30	REV-1	REVENUE DEPARTMENT Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission
		PUBLIC SCHOOL RETIREMENT SYSTEM
22	SCH-1	PUBLIC SCHOOL RETIREMENT SYSTEM
		SECRETARY OF STATE
32	SS-1	SECRETARY OF STATE
		SOCIAL SERVICES DEPARTMENT
22	SOC-1	CORRECTIONS DIVISION
31	SOC-2	FAMILY SERVICES DIVISION
31	SOC-3	HEALTH DIVISION
31	SOC-4	PLANNING & BUDGET DIVISION; MANPOWER PLANNING DIVISION Includes Aging Office; State Health Planning & Development Agency; Office of Economic Opportunity

# OF COPIES	AGENCY CODE	
		SOCIAL SERVICES DEPARTMENT (Con't)
24	SOC-5	REMAINDER OF SOCIAL SERVICES DEPARTMENT Includes Central Office; Probation & Parole Board; Veterans' Affairs Division; Youth Services Division
		TRANSPORTATION DEPARTMENT
		TRANSPORTATION DEPARTMENT merged with HIGHWAY DEPARTMENT on January 1, 1980. No longer a separate department
		TREASURER
27	TR-1	TREASURER

HOW TO DEPOSIT PUBLICATIONS

1. Address and Phone
   Distribution of state documents under the depository law is handled by the Library Services Center of Missouri, 715 Dix Road. Please direct publications which you mail or deliver to that address.

   Pick-up service is available for state depository publications. Just call the Library Services Center at 751-3669, and a messenger will stop within a day or two.

2. Packing Sheet
   As you can imagine, sorting the documents so that each library receives the correct items is not an easy job. To assist the Library Services Center in this complex procedure, we will be grateful if you will enclose a blue PACKING SHEET with each group of publications which you forward to the Library Services Center.

   The Packing Sheet asks you to fill in the number of copies and the agency for titles not on the core list. The agency code is the abbreviation found next to your agency's name on the "Agency List" in this handbook (pp. 12-16). Including this number will greatly help the persons sorting the documents.

   On the next page is a sample packing sheet.

SAMPLE

PACKING SHEET

MISSOURI STATE DEPOSITORY DOCUMENTS

The following publication(s) is/are deposited for distribution in accordance with 181.100-181.140 RSMo (Supp. 1976)

"CORE" PUBLICATIONS 42 COPIES

Licensed Nursing Homes in Missouri, January 1980
Monthly Vital Statistics, January 1980

OTHER PUBLICATIONS

Number of Copies	Agency Code	Title
32	*SOC-3*	*Missouri Hospital Profiles 1980*
32	*SOC-3*	*Missouri Epidemiologist, January 1980*

DEPARTMENT: *SOCIAL SERVICES DEPARTMENT*

DIVISION: *Health*

NAME: *Olivia Pennington*

DATE: *January 10, 1980*

PUBLICATIONS CONTACTS

The State Library relies on the designated "Publications Contact" for each agency to supply us with documents for the depository program. The decision on whether to designate a single Publications Contact for an entire office or department or a separate contact for each division is made by each department director and elected official.

Those Publications Contacts who are in charge of large departments or divisions may need to designate additional persons within their organizations who will be responsible for providing them with the necessary number of publications. If you need additional copies of this handbook for these secondary publications contacts, please contact the Government Documents Coordinator at the Missouri State Library (751-3075).

Please check the following list and notify the State Library immediately of any changes in names, addresses or phone numbers. Please inform us also of any changes in the future.

ADMINISTRATION, OFFICE OF

Kathy Danielsen, 125 State Capitol Buidling (751-3311)

Accounting Division --- Pam Knoll, 1621 E. Elm St. (751-4761)

Workmen's Compensation Unit --- Carla Boessen, P.O. Box 809 (751-4044)

Budget & Planning Division --- Rick Hutcherson, State Capitol Bldg. (751-2073)

Design & Construction Division --- Ed Luebbert, State Capitol Bldg., Rm. B-20, (751-4175)

Electronic Data Processing Division --- Malcolm Campbell, State Capitol Bldg., Rm. B-9 (751-3290)

Personnel Division --- Nadia Craver, 117 E. Dunklin St., (751-4162)

Purchasing Division --- Don Hardy, State Capitol Bldg., Rm. B-21, (751-4925)

AGRICULTURE DEPARTMENT

Barbara Hoelscher, Communications, 13th Floor, Jefferson Bldg., (751-4645)

Administrative Services Division --- same as above

AGRICULTURE DEPARTMENT
(Con't)

Agricultural Development Division --- same as above

Animal Health Division --- same as above

Crop & Livestock Reporting Service --- Robert P. Bellinghauser, Box L, Columbia, 65205 (314-442-2271, x3135)

Grain Inspection & Weighing Division --- Elsie Collum, Secretary, 13th Floor, Jefferson Bldg., (751-2558)

International Marketing Division --- Margo Carlock, Research Analyst, 13th Fl., Jefferson Bldg., (751-3935)

Plant Industries Division --- Leola Tynes, Secretary, 2632 Industrial Dr., (751-4310)

Weights & Measures --- Mary Jane Mitchell, Supervisor of Clerical Services, P.O. Box 630, (751-4993)

ATTORNEY GENERAL

Florence Hume, Supreme Court Bldg., (751-3321, x259)

AUDITOR

Ken MacNevin, Public Information Officer, State Capitol, Rm. 224, (751-4824)

CONSERVATION DEPARTMENT

Mike McIntosh, 2901 North Ten Mile Dr., (751-4115)

Fisheries Division --- Joe Dillard (technical fisheries pubs.), Fish & Wildlife Research Center, 1110 College Ave., Columbia 65201) (314-449-3761)

Forestry Division --- Jerry J. Presley (technical forestry pubs.), 2901 North Ten Mile Dr., (751-4115)

Wildlife Division --- Bill Crawford (technical wildlife pubs.) (Columbia address above)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

Randy Sissel, 101 Adams, (751-4962)

Administrative Hearing Commission --- Vicki Lindren, 206 Metro, (751-2422)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT
(Con't)

Arts, Council on the --- Joel Katz, 706 Chestnut, Suite 925, St. Louis 63101, (314-241-7900)

Community & Economic Development --- Suzanne Stegner, 1014 Madison, (751-2741)

Credit Unions Division --- John S. Lewis, 913 A Leslie Blvd., (751-3419)

Environmental Improvement Authority --- Marylene Kelly, 330 E. High St., (751-4919)

Finance Division --- Larry Lawson, Suprevisor, Support Services, 515 East High St., (751-3395)
Kathy Burks, (751-3395) For Bulletin

Housing Development Commission --- Sandra Z. Saccardi, 20 West 9th St., Suite 934, Kansas City 64105, (816-421-1720)

Human Rights Commission --- Joyce Robinson, 204 Metro Dr., (751-3325)

Insurance Division --- Clyde Scott, 515 East High St., (751-4052)

Professional Registration --- Oliver F. Overkamp, 3523 North Ten Mile Dr., (751-2334)

Public Counsel, Office of --- Jefferson Bldg., (751-4857)

Public Service Commission --- Jay Johnson, 9th Floor, Jefferson Bldg., (751-2452)

Savings & Loan Division --- Mae Benson, 308 East High St., (751-4243)

Tourism Division --- Steve Kappler, P.O. Box 1055, (751-3208)

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

James Morris, 7th Floor, Jefferson Bldg., (751-3469)

GENERAL ASSEMBLY

Commission on Fiscal Affairs --- Mary Arnold, Administrative Asst., State Capitol, Rm. 132, (751-4143)

House of Representatives --- Dwight Fine, Chief Clerk, State Capitol, Rm. 307A, (751-3829)

Legislative Library --- Anne Parkinson, Librarian, State Capitol, 3rd Floor, (751-4633)

HIGHER EDUCATION DEPARTMENT

Barbara Holmes, 600 Monroe, (751-2361)

HIGHWAY DEPARTMENT

Arthur L. Taylor, Public Information Director, Highway Bldg., (751-2840)
Assisted by Kim McMillan

Materials & Research Division --- same as above

Planning Division --- same as above

Public Information --- same as above

JUDICIAL DEPARTMENT

State Courts Administrator --- Meryl Atterberry, 1105 Rear Southwest Blvd., (751-4377, x47)

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

Employment Security Division --- Cecil F. Bernskoetter, 421 E. Dunklin St., (751-3215, x3217) Assisted by Jeanne Russell

Governor's Committee on Employment of the Handicapped --- Donna Goodloe, 1904 Missouri Blvd., (751-2600)

Labor & Industrial Relations Commission --- Mary Lou Lanza, 1904 Missouri Blvd., (751-2461)

Labor Standards Division --- Melba Smart, 722 Jefferson St., (751-3403)

Mediation Board --- (751-3614)

Status of Women, Commission on --- John M. Keane, Director, Department of LIR, 421 E. Dunklin St., (751-4091)

Workmen's Compensation Division --- Lois Elliott, 722 Jefferson St., (751-4231)

LIEUTENANT GOVERNOR

Kathy Maher, State Capitol, Rm. 327, (751-2421)

MENTAL HEALTH DEPARTMENT

John H. Mayfield, 2002 Missouri Blvd., (751-2818)

NATURAL RESOURCES DEPARTMENT

Odie Dickens, 1014 Madison St., (751-3443) Assisted by Viola Schaefer

Air Conservation Commission: Environmental Quality Division --- same as above

NATURAL RESOURCES DEPARTMENT
(Con't)

Clean Water Commission: Environmental Quality Division --- same as above

Energy Agency, Missouri --- same as above

Environmental Quality Division --- same as above

Geology & Land Survey Division --- Keith Wedge, P.O. Box 250, Rolla 65401, (364-1752)

Historic Preservation, Office of --- Odie Dickens (address above)

Land Reclamation Commission: Environmental Quality Division --- same as above

Outdoor Recreation Council --- same as above

Parks & Recreation Division --- same as above

Planning & Policy Development Division --- same as above

Soil & Water Districts Commission: Environmental Quality Division --- same as above

Solid Waste Program: Environmental Quality Division --- same as above

Water Supply Program: Environmental Quality Division --- same as above

PUBLIC SAFETY DEPARTMENT

Cathy Bryant, 621 East Capitol, (751-4905)

Adjutant General --- Captain Clyde Martin, 1717 Industrial Dr., (751-2321, x113)

Criminal Justice Council --- Dennis Canote, 621 East Capitol, (751-3432)

Disaster Planning & Operations Office: Adjutant General --- Neal Plantz, 1717 Industrial Dr., (751-2321, x179)

Highway Patrol --- Dean Hollis, 1510 East Elm, (751-3313)

Liquor Control Division --- Janice Smith, 505 Missouri Blvd., (751-2333)

Water Safety Division --- Melba Bartley, 911A Leslie Blvd., (751-3333)

PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

Warren M. Black, Executive Secretary, P.O. Box 268, (751-3414)

REVENUE DEPARTMENT

Natalie Tagget, Research Analyst, 5th Fl., Jefferson Bldg., (751-3595)

REVENUE DEPARTMENT
(Con't)

Cashier's Office --- Ruby Burkett, Bookkeeper, 1st Fl., Jefferson Bldg., (751-4565)

Highway Reciprocity Commission --- Gracia Backer, Executive Secretary, 12th Fl., Jefferson Bldg., (751-3466)

Tax Commission, State --- Robert Coleman, Administrative Secretary, 623 East Capitol, (751-2414)

SECRETARY OF STATE

Ken Johnson, Editor, Publications Division, Records Center, 1001 Industrial Drive, (751-4218)

Administration Division --- same as above

Administrative Rules Division --- same as above

Campaign Reporting Division --- same as above

Commission Division --- same as above

Corporations Division --- same as above

Records Management & Archives Service --- same as above

Securities Division --- same as above (751-4136 for information)

Uniform Commercial Code Division --- same as above

SOCIAL SERVICES DEPARTMENT

Aging, Office of --- Nan Allbritton, 314 LaFayette, (751-2075)

Corrections Division --- Dave Miller, 700 E. Capitol, (751-2389)

Family Services Division --- John Pletz, 4th Fl., Broadway Bldg., (751-2484)

Health Division --- Olivia Pennington, 1511 Christy Lane, (751-2713, x277)

Health Planning & Development, State --- Mary Jean Remmert, 2nd Fl., Broadway Bldg., (751-2055)

Manpower Planning Division --- Joe Herron, 226 E. Dunklin, (751-4750)

Probation & Parole Division --- Jim Markham, 211 Marshall, (751-2441)

Veterans' Affairs Division --- William Tellman, Ground Fl., Broadway Bldg., (751-3343)

Youth Services Division --- Dennis Sciender, 402 Dix Road, (751-3324)

TRANSPORTATION DEPARTMENT

Merged with Highway Department on January 1, 1980. No longer a separate Department

TREASURER

Wilda Bryan, 228 Capitol Bldg., (751-4123)

Libraries must meet and maintain the following standards in order to act as official depositories. These standards ensure that your publications will be readily available to the public.

Missouri Register

Title 6—DEPARTMENT OF HIGHER EDUCATION
Division 20—State Library
Chapter 2—State Publications Depository Library System

PROPOSED RULES

6 CSR 20-2.010 Types of Depository Libraries

PURPOSE: The State Library has the authority to designate public, college, and university libraries to act as depositories for state government publications. This rule defines the two types of depository designations which will be made in order to meet the varied needs of Missouri residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies.

(1) Depository libraries shall be of two types:

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least one full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area, Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library. In addition, the State Library shall define categories of publications for selection by depository libraries. A category may be comprised of the publications of a department or division of state government or some other logical grouping of publications. Each partial depository library must select at least one category of publications to be received in addition to the core collection.

Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976)

6 CSR 20-2.020 Standards for Depository Libraries

PURPOSE: The State Library will distribute state publications on a regular basis to the libraries designated as depositories. This rule promotes free access to the publications by all residents of the state by establishing minimum standards which libraries must meet and maintain to be eligible for depository status. It also gives the State Library power to enforce these standards.

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the basis of geographic distribution, broadness of clientele served, and ability to meet the conditions specified in the following section.

(2) A depository library shall:

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Missouri resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

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11/7/80
MO:I

MISSOURI DOCUMENTS DEPOSITORY DISTRIBUTION
1980

AGENCY CODE: AD-2

AGENCY

Budget & Planning Division

CORE DOCUMENTS

Budget Message and Budget Summary (annual)
Executive Budget (annual)
Mo. Economic Indicators (quarterly)

****

All libraries listed below will receive your agency's "Core Documents."

Those libraries marked with a star will receive all publications of your agency, under the Agency Code listed above.

FULL DEPOSITORIES

*Central Mo. State Univ., Edwards Library (Warrensburg)
*Kansas City Public Library
*Missouri Western State College Library (St. Joseph)
*Northeast Mo. State Univ., Pickler Library (Kirksville)
*Northwest Mo. State Univ., Wells Library (Maryville)
*St. Louis Public Library
*Southeast Mo. State Univ., Kent Library (Cape Girardeau)
*Southwest Mo. State Univ. Library (Springfield)
*Univ. of Missouri-Columbia, Ellis Library
*Univ. of Missouri-St. Louis Library

STATUTORY DEPOSITORIES

*Missouri State Archives (2 copies)
*Missouri State Historical Society (2 copies)
*Missouri State Library (2 copies)

SPECIAL DEPOSITORIES

*Center for Research Libraries (Chicago)
*Library of Congress (Wash., D.C.)

PARTIAL DEPOSITORIES

Barry-Lawrence Regional Library (Monett)
*Cape Girardeau Public Library
*Central Methodist College, Smiley Library (Fayette)
Current River Regional Library (Van Buren)
*Daniel Boone Regional Library (Columbia)
*Maryville College Library (St. Louis)
*Mineral Area College, Instructional Resources Center (Flat River)
Missouri Southern State College Library (Joplin)
*Riverside Regional Library (Jackson)
*Rolling Hills Consolidated Library (St. Josep
School of the Ozarks, Lyons Library (Point Lookout)
*St. Charles City-County Library
*St. Joseph Public Library
*St. Louis County Library
St. Louis Univ. Law School Library
*Southwest Mo. State Univ., West Plains Campus Library
*Springfield-Greene County Library
*Three Rivers Community College Library (Poplar Bluff)
*Univ. of Mo.-Columbia Law Library
*Univ. of Mo.-Kansas City General Library
*Univ. of Mo.-Kansas City Law Library
*Univ. of Mo.-Rolla Library
*Webster College Library (Webster Grove)
*William Jewell College, Curry Library (Liberty)

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AD-2 AGENCY CODE

41 TOTAL # COPIES

23 # COPIES FOR PARTIAL DEPOSITORIES

		X University of Mo-Columbia Law Library	X Central Methodist	School of Ozarks	X St. Charles City & County Library
		Barry-Lawrence	X Cape Girardeau	Current River	X Daniel Boone
		X Maryville College	X Mineral Area College	Mo. Southern	X Riverside
		X Rolling Hills	X St. Joseph	X St. Louis County	St. Louis U. Law
X Mid-Continent	X Nevada Public	X SMS - West Plains	X Springfield-Greene	X Three Rivers	X Webster College
X Jefferson College	X Rolla Free Public	X William Jewell	X University of Mo. Kansas City General Library	X University of Mo. Kansas City Law Library	X University of Mo. Rolla

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634

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MO:L

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ATE October 1, 1980

GE 1 OF 6 PAGES

DOCUMENTS DIVISION
MISSOURI STATE LIBRARY
P.O.Box 387
JEFFERSON CITY, MO 65102
314-751-3075
314-751-2564

ODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION Division of Accounting	
AD-1	State of Missouri financial summary August 31, 1980. Monthly.	AD.Ac 10:980/8
	AGRICULTURE DEPARTMENT Crop and Livestock Reporting Service	
AG-1	Crop and livestock reporter, September 15, 1980. Bi-weekly.	AG.Cr 7:980/9/15
AG-1	Missouri crop and weather report ... week ending September 14, 1980. Weekly.	AG.Cr 11:980/9/14
AG-1	Missouri crop and weather report ... week ending September 21, 1980.	AG.Cr 11:980/9/21
AG-1	Hatchery production ... week ending September 6, 1980. Weekly.	AG.Cr 16:980/9/6
AG-1	Hatchery production ... week ending September 13, 1980.	AG.Cr 16:980/9/13
AG-1	Hatchery production ... week ending September 20, 1980.	AG.Cr 16:980/9/20
AG-1	Census of Agriculture, 1978. New serial.	AG.Cr 30:978/preli
	AUDITOR	
CORE	The State Auditor. [1980] [13] p.	AUD 2:Au 2
AUD-1	Report of the State Auditor: Department of Social Services, Review of Leased Facilities. 9 leaves. (Report no. 80-102).	AUD 11:So 1LS/980
	DEPARTMENT OF CONSUMER AFFAIRS, REGULATION AND LICENSING	
CARL-9	News release: Save money on car insurance. September 26, 1980. 2 leaves.	CARL 7:980/9/26
	Division of Finance	
CARL-3	Laws and regulations, revised August 13, 1980. [1980] 170 p.	CARL.Fi 5:L 44/980
CARL-3	Bulletin, September 19, 1980. Weekly.	CARL.Fi 7:980/9/19
	Division of Tourism	
[illegible]3	Missouri driving tours. [1980] Folder.	CARL.To 2:D 83

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ODE		CLASSIFICATIO
	DEPARTMENT OF CONSERVATION	
CON-1	Conservation cpntrasts. Three decades of non-political management of wildlife and forests in Missouri. By Werner O. Nagel. [1980] 453 p.	CON 2:C 76
CON-1	Cy Littlebee's guide to cooking fish and game. By Werner O. Nagel. Ninth printing. [1980] 144 p.	CON 2:C 77
CON-1	The fishes of Missouri. By William L. Pflieger. [1980] 343 p.	CON 2:F 53/2
CON-1	Missouri hiking trails. By Ramon D. Gass. 1980. 58 p.	CON 2:H 53/980
CON-1	Trapper Training Short Course, Deer Ridge Wildlife Area. [1980] Folder. NOTE: Trapper training short courses may be discarded after the event. You may wish to retain these items for their maps.	CON 2:T 68/2
CON-1	Trapper Training Short Course, Buena Vista's Exotic Animal Paradise. [1980] Folder.	CON 2:T 68/3
CON-1	Trapper Training Short Course, Duck Creek Wildlife Area. [1980] Folder.	CON 2:T 68/4
CON-1	Missouri wildflowers. A field guide to wildflowers of Missouri and adjacent areas. By Edgar Denison. Revised edition 1978. [1980] 286 p.	CON 2:W 64/978
CON-1	Dateline...all outdoors, September 19, 1980. Weekly.	CON 7:980/9/19
	Forestry Division	
CON-1	An analysis of Missouri's forest resource issues. July 1980. [3] p.	CON.Fo 2:F 76/2
	DEPARTMENT OF HIGHER EDUCATION State Library	
CORE	Cumulative index to Missouri Government Publications, 1972-1978. 1980. 109 p.	HI.Li 9:972-78/ index
HI-3	Show-me libraries, Vol. 31, No. 11, August 1980. Monthly.	HI.Li 10:31/11

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ODE		CLASSIFICATIO
	University of Missouri-Columbia Extension Division	
CORE	Superinsulation fact sheet. NOTE: This sheet is being distributed to all depository libraries for informational purposes. It concerns a publication which will be offered by Extension. You may discard this sheet.	
	JUDICIAL DEPARTMENT The Missouri Bar	
JUD-2	What you should know about adoption. [1980] Folder.	JUD.Ba 2:Ad 7
JUD-2	What to do in case of an auto accident. [1980] Folder.	JUD.Ba 2:Au 8
[illegible]	Legal facts about buying on time. [1980] Folder.	JUD.Ba 2:B 98
JUD-2	Legal facts about dissolution of marriage. [1980] Folder.	JUD.Ba 2:D 63
JUD-2	What you should know about lawyer's fees. [1980] Folder.	JUD.Ba 2:F 32
JUD-2	Our legal heritage. [1980] Folder.	JUD.Ba 2:H 42
JUD-2	Legal facts about buying a home. [1980] Folder.	JUD.Ba 2:H 75
JUD-2	Facts to know when you meet your lawyer. [1980] Folder.	JUD.Ba 2:L 44
JUD-2	Need help to find a lawyer? Call... Missouri Lawyer Referral Service. [1980] Folder.	JUD.Ba 2:L 44/2
JUD-2	Finding the legal help you need. [1980] Folder.	JUD.Ba 2:L 52
JUD-2	Legal facts about marriage. [1980] Folder.	JUD.Ba 2:M 34
JUD-2	You are still parents. [1980] Folder.	JUD.Ba @:P 21
JUD-2	Legal facts about probate. [1980] Folder.	JUD.Ba 2:P 94
JUD-2	Legal facts about your rights if arrested. [1980] Folder.	JUD.Ba 2:R 44
[illegible]	Legal facts about the small claims court. [1980] Folder.	JUD.Ba 2:Sm 1
JUD-2	Legal facts about your rights in traffic court. [1980] Folder.	JUD.Ba 2:T 67

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CODE		CLASSIFICATIO
	(The Missouri Bar, con't)	
JUD-2	Legal facts about wills. [1980] Folder.	JUD.Ba 2:W 66
JUD-2	"You can't touch me!" [1980] Folder.	JUD.Ba 2:Y 8
	Advisory Committee on Citizenship Education	
JUD-2	Multi-media law-focused education library catalogue. [1980] 23 p.	JUD.Ba/Adv 6:M 9
JUD-2	Communis scriptura, Vol. 7, No. 3, September 1980. New serial.	JUD.Ba/Adv 10:7/3
	DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS	
CORE ~~LI-2~~	Missouri workers' compensation law and regulations. August 1980. 187 p. Annual.	LI 5:L 11/980
	Division of Employment Security	
LI-1	Unemployment insurance: Is your business liable for unemployment insurance taxes? Rev. July 1980. 12 p.	LI.Em 8:150/R17
LI-1	Unemployment insurance: A guide to your rights and responsibilities under the Missouri Employment Security Law. Rev. July 1980. 13 p.	LI.Em 8:151/R19
CORE	Missouri area labor trends, July 1980. Monthly.	LI.Em 11:980/7
	DEPARTMENT OF NATURAL RESOURCES	
NR-3	Common ferns of Missouri. February 1979. 1 leaf.	NR 2:F 39
	Energy Division	
NR-3	Summary of Division of Energy programs. May 1980. 15 p.	NR.En 2:Su 6
NR-3	Energy facts: Automatic thermostat control timer. [1980] [4] p. No. 9.	NR.En 13:9
NR-3	Energy facts: Earth shelter housing. [1980] [4] p. NOTE: At this time Div. of Energy has not given this fact sheet a number. Their plan is to possibly turn it into a booklet.	NR.En 13:Ea 7
	Division of Environmental Quality	
NR-1	Missouri water and wastewater digest, February 1980. Monthly.	NR.Env 10:980/2
NR-1	Missouri water and wastewater digest, September 1980. NOTE: No August issue of the Water & wastewater digest was printed.	NR.Env 10:980/9

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ODE		CLASSIFICATION
	Solid Waste Management Program	
NR-1	A way with waste, Vol. 2, No. 1, September 1980.	NR.Env/So 8:2/1
	Soil and Water Conservation Program	
NR-1	S.W.C.D. News brief, June 1980. Irregular.	NR.Env/Soi 9:980/
NR-1	S.W.C.D. News brief, August 1980.	NR.Env/Soi 9:980/
	Water Pollution Control Program	
NR-1	Clean water report, Vol. 1, No. 1, July 1980. New serial.	NR.Env/Wa 8:1/1
	Division of Geology and Land Survey	
CORE	List of publications. 1980. 100 p. NOTE: Older publications listed in this catalog will not be distributed through the depository system.	NR.Ge 6:P 96
	Division of Parks and Historic Preservation	
NR-3	Streambank renovation, Bennett Spring, Montauk, and Roaring River State Parks. [1980] Folder.	NR.Pa 2:St 8
	DEPARTMENT OF PUBLIC SAFETY Highway Patrol	
PS-3	Patrol news, Vol. 15, No. 3, September 1980. Monthly.	PS.Hp 10:15/3
	Division of Liquor Control	
PS-4	Beer tax, July 1980. Monthly.	PS.Li 11:980/7
	REVENUE DEPARTMENT	
REV-1	Report of collections for month of August 1980. Monthly.	REV 11:980/8
	DEPARTMENT OF SOCIAL SERVICES Division of Aging	
CORE	Licensed nursing homes in Missouri. August 1980. 65 p. NOTE: This publication was formerly issued by the Division of Health. It's MoDoc no. was SOC.He 4:N 93/yr/mo.	SOC.Ag 4:N 93/ 980/8
	Division of Health Ellis Fischel State Cancer Hospital	
SOC-3	Making rounds, September 1980. No. 9. Monthly.	SOC.He/El 9:980/9
	SECRETARY OF STATE	
CORE	Certificate of nomination for General Election, November 4, 1980. 23 p. Biennial.	SS 8:980

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ODE		CLASSIFICATIO
SS-1	Securities Division Monthly securities bulletin, August 1980. Monthly.	SS.Se 10:980/8

Shelf cards for the following Missouri documents are included in this shipment:

SOC-2 Monthly administrative analysis. (S.L. 143) OCLC #6728561.

SOC-3 Nutrition notes. (S.L. 141) OCLC #6698125.

NOTE: JUD.Ba 2:W 66 and JUD.Ba 2:P 94 included in this shipment do not take into account recent changes inthe probate law. These changes are not effective until the beginning of next year. The Bar hopes to revise these pamphlets by then. The wills and probate pamphlets are FALSE AFTER JANUARY 1, 1980, and may be discarded at that time.

NE

- A. Bibliographies
- B. Letters and commentaries
- C. Depository contracts
- D. Forms and form letters
- F. Legislation and legal materials
- I. Procedural guidelines
- J. Promotional materials

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NE:A

Overtones 7.3
March 1980

How does your Garden GROW?

NLC Documents Bibliography, No. 2

This list features selected U.S. and Nebraska government publications dealing with gardening. These documents may be ordered from one of the following sources, as indicated:

○ ORDER FROM
Superintendent of Documents
Government Printing Office
Washington, D.C. 20402
(include title, stock number and payment with order)

● ORDER FROM
Dept. of Agricultural Communications
University of Nebraska-Lincoln
108 ACB
Lincoln, NE 68583

Copies may be BORROWED from the Nebraska Library Commission. Place requests through your local library. Many of these items are also available for use at State ● or Federal ○ depository libraries (see back page). Your County Extension Agent may also be able to furnish many of these items free of charge.

FRUITS AND VEGETABLES

● Culture of Cole Crops. By Ralph Neild
This brochure contains guidelines for growing broccoli, brussels sprouts, cabbage, cauliflower and kohlrabi. Includes discussion of soil preparation, planting, weed control, irrigation, fertilization, pest control and diseases.
1975. 2p. MF. Single copy available free of charge to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 75-254.
State Document no. U2250H033.0254-1975

○ Growing Vegetables in the Home Garden.
A step-by-step guide for the would-be home gardener in selecting a site, choosing garden tools, planting and caring for the backyard garden. Specific instructions for growing more than 50 different vegetables are included.
1978. 49p. $1.75 stock no. 001-000-02604-6
U.S. Document no. A 1.77:202/2

○ Growing Tomatoes in the Home Garden.
Booklet covers seeding, fertilizing, pruning, weeding and control of insects and diseases.
1978. 14p. $.90 stock no. 001-000-03822-2
U.S. Document no. A 1.77:180/4

○ Controlling Tomato Diseases.
How to recognize and control common diseases such as wilt, leaf spot, blight, root rot and varieties resistant to various diseases.
1976. 12p. $.35 stock no. 001-000-03607-6
U.S. Document no. A 1.9:2200/7

● Patio or "Pot" Vegetable Gardening. By Donald E. Janssen
A guide to the selection of containers, growing media and vegetable varieties for patio or container gardening.
1978. 2p. MF. Single copy available free of charge to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 75-239
State Document no. U2250H033.0239-1978

● Selected Vegetable Varieties for Nebraska. By Katie Weiss and Donald H. Steinegger
This booklet lists and briefly describes characteristics of garden vegetable varieties best suited to Nebraska's soils and climate.
1980. 4p. MF. Single copy available free of charge from issuing agency to Nebraska residents. When ordering, ask for: EXTENSION CIRCULAR no. EC 80-1234.
State Document no. U2250H001.1234-1980

○ **Minigardens for Vegetables**
Contains tips on how to grow small amounts of vegetables using clay pots, buckets and baskets. Ideal for apartment dwellers if all you have is a balcony, windowsill or porch.
1978..12p. $1.00 stock no. 001-000-03834-6
U.S. Document no. A 1.77:163/4

● **Vegetables as Ornamentals.** By Ralph E. Neild
This pamphlet describes available varieties of vegetables that are cultivated for their ornamental as well as food value.
1974. 2p. MF. Single copy available free of charge from issuing agency to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 73-74.
State Document no. U2250H033.0074-1973

● **Fruits in Home Landscaping.** By Robert B. O'Keefe
Contains information for home owners on: 1) selection and culture of fruit trees; 2) selection and culture of small fruits and grapes; 3) selection and culture of strawberries; 4) insect and disease control.
1975. 2p. MF. Single copy available free of charge from issuing agency to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 75-238.
State Document no. U2250H033.0238-1975

● **Strawberries for the Home Garden, Matted Row System.** By Wayne C. Whitney and Brent Hoadley.
This pamphlet describes available strawberry varieties and recommends culture and harvest methods.
1974. 2p. MF. Single copy available free of charge from issuing agency to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 74-185.
State Document no. U2250H033.0185-1974

○ **Teacher's Guide to Minigardens.**
This pamphlet outlines several ways a science teacher can use simple gardening projects to broaden a child's understanding of basic natural science principles.
1973. 4p. $.35 stock no. 001-000-02906-1
U.S. Document no. A 1.104:2/2

FLOWERS

○ **Growing Flowering Annuals.**
This booklet describes the characteristics and best ornamental use of common flowering annuals and gives instructions for their proper planting and care. It also includes directions for starting plants indoors as well as other related information.
1975. 19p. $.50 stock no. 001-000-03411-1
U.S. Document no. A 1.77:91/6

○ **Growing Flowering Perennials**
Contains everything you'll need to know to grow perennials. Instructions for planting your garden, watering, mulching, fertilizing and cultivating are provided. Also gives directions for starting perennials indoors and later transplanting them.
1979. 32p. $1.00 stock no. 001-000-00783-1
U.S. Document no. A 1.77:114/3

○ **Roses for the Home.**
Describes and illustrates plant selection, planting sites, soil preparation, planting and pruning of rose bushes.
1978. 25p. $1.20 stock no. 001-000-03848-6
U.S. Document no. A 1.77:25/12

GARDENING BASICS

○ **Gardening on the Contour**
This booklet explains how to contour your garden so that erosion is controlled, water is distributed more evenly, and better yields and higher quality of vegetables or flowers are obtained.
1976. 8p. $.60 stock no. 001-000-00835-8
U.S. Document no. A1.77:179

● **Damping Off of Young Garden and Greenhouse Plants.** By John E. Watkins.
This pamphlet describes causes, symptoms and recommended control measures for damping-off diseases of plants.
1978. 3p. MF. Single copy free of charge from issuing agency to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 78-419.
State Document no. U2250H033.0419-1978

● **Manure Use on Home Gardens.** By Louis A Daigger and David S. Nuland

Brochure describing the benefits of manure application in home gardens. Also included is information on recommended application rates and methods.
1977. 2p. MF. Single copy free of charge from issuing agency to Nebraska residents. When ordering, ask for: NEBGUIDE no. G 77-354.
State Document no. U2250H033.0354-1977

○ **Mulches for Your Garden.**

A good mulch is hard to find. It can reduce soil blowing and washing, suppress weeds, keep the soil moist and cool, and add organic matter to the soil. This pamphlet gives instructions for making compost, probably the best mulch you can use.
1977. 8p. $.50 stock no. 001-000-01172-3
U.S. Document no. A 1.77:185

○ **Gardening for Food and Fun, 1977 Yearbook of Agriculture.**

Practically a textbook for home gardeners. It is filled with nearly 400 pages of gardening know-how that usually only comes with years of experience.
1977. 392p. Clothbound $6.50 stock no. 001-000-03679-3
U.S. Document no. A 1.10:977

ADDITIONAL SOURCES

● **Publications for Farm and Home.**

A list of Agricultural Extension Service and Experiment Station publications available to the public. Citations are arranged by broad subject areas. Ordering information is included.
1980. 32p. MF. Available free of charge from issuing agency to Nebraska residents.
State Document no. U2250D001-1980

● **Nebraska State Publications Checklist**

Available at most Nebraska libraries.

○ **The Monthly Catalog of United States Government Publications.**

Available at college, university and regional libraries.

BEST COPY AVAILABLE

U.S. AND STATE GOVERNMENT DEPOSITORIES

●*Bellevue Public Library*
1003 Lincoln Rd.
Bellevue, NE 68005
(402) 291-8001

●*Center for Research Libraries*
5721 Cottage Grove Avenue
Chicago, IL 60637
(312) 955-4545

●*Columbus Public Library*
2504 14th Street
Columbus, NE 68601
(402) 564-7116

○*Creighton University*
Alumni Memorial Library
2500 California Street
Omaha, NE 68178
(402) 449-2705

○*Creighton University*
School of Law Library
2500 California Street
Omaha, NE 68178
(402) 449-2875

○*Dana College*
C.A. Dana-LIFE Library
Blair, NE 68008
(402) 426-4101 ext. 227

○*Doane College*
Perkins Library
Crete, NE 68333
(402) 826-2161 ext. 224

●*Holdrege Public Library*
Holdrege, NE 68949
(308) 995-6556

○●*Kearney State College*
Calvin T. Ryan Library
Kearney, NE 68847
(308) 236-4218

●*The Library of Congress*
10 First Street SE
Washington, D.C. 20540
(202) 426-5000

●*Lincoln City Libraries*
14th and N Streets
Lincoln, NE 68508
(402) 435-2146

○*Midland Lutheran College Library*
Fremont, NE 68025
(402) 721-5480

○●*Nebraska Library Commission*
1420 P Street
Lincoln, NE 68508
(402) 471-2045

●*Nebraska State Historical Society*
1500 R Street
Lincoln, NE 68588
(402) 471-3270

○*Nebraska State Library*
3rd Floor-South
State Capitol Building
Lincoln, NE 68509
(402) 471-3189

○●*Scottsbluff Public Library*
Scottsbluff, NE 69361
(308) 632-4424

○●*University of Nebraska-Lincoln*
Love Memorial Library
Lincoln, NE 68588
(402) 472-2562

○●*University of Nebraska at Omaha*
University Library
60th and Dodge
Omaha, NE 68182
(402) 554-2361

○●*W. Dale Clark Library*
215 South 15th Street
Omaha, NE 68102
(402) 444-4826

○*Wayne State College*
U.S. Conn Library
Wayne, NE 68787
(402) 375-2200 ext. 243

○ U.S. Government Depository
● Nebraska State Document Depository

APPLICATION FORM

NEBRASKA STATE DOCUMENTS DEPOSITORY SYSTEM

The____hereby applies for designation as a Nebraska State Documents Depository Library. We have read the "Rules, Regulations, & Standards, Nebraska State Documents Depository System," and the "Criteria for Designating Nebraska State Documents Depository Libraries," and attest that we meet, or will meet at the time of our appointment, the qualifications set forth.

If designated a depository we will:

1. Provide free and convenient public access to the despository collection;

2. Provide such facilities and equipment as are necessary to maintain and utilize the collection;

3. Provide qualified staff to assist the public in using the collection, to process depository shipments, and to work with the Clearinghouse on depository matters;

4. Support and promote access to and use of public documents as an integral service of the library and as a State-mandated public service.

Desired effective date of depository designation________________________________

Signed______________________________Date______________________________
(library director)

11/81

NE:C2

Nebraska Library Commission
and
Depository Library
Agreement

To provide the people of Nebraska with convenient access to the publications of their State Government, Nebraska Statutes (51-412) direct that the Nebraska Library Commission establish and operate a publications collection and depository system. To sustain the system, the Commission requires the assistance of libraries which have achieved high standards of community service and which are qualified and eligible to serve as document depositories.

____ has met the depository eligibility requirements and its application for designation as a Depository Library was approved by the Library Commission on ______________, _________.

THIS AGREEMENT, made and executed this ____________________ day of ______________, _________, by and between the Nebraska Library Commission, herein after referred to as the Commission, and ___________________________ ______________, herein after referred to as the Depository Library, do hereby enter into the following agreement:

TO WIT:

The Rules, Regulations and Standards, Nebraska State Documents Depository System (revised September, 1981), as updated and current, shall be the basis for agreement between the Commission and the Depository Library. The Rules, Regulations and Standards shall be the operating guidelines used by the Commission and the depository libraries for maintenance of the Nebraska State Documents Depository System.

The Depository Library agrees to perform the following:

1) provide free and convenient public access to the depository collection;

2) provide such facilities and equipment as are necessary to maintain and use the collection;

3) provide qualified staff to assist the public in using the collection, to process the depository shipments, and to work with the Commission on depository matters;

4) support and promote access to and use of public documents as an integral service of the library and as a state-mandated public service.

This agreement shall continue from this day forth and both parties shall have the obligation to perform this contract until terminated. Either party may terminate this agreement by giving the other party six months prior written notice of its intent to terminate. Notice shall state the cause of termination.

The continued operation of the Nebraska State Documents Depository System shall be contingent upon annual appropriations of the Nebraska Legislature for the purpose of maintaining the system. The failure of the Legislature to appropriate funds for this purpose shall be a cause for termination of this agreement.

This agreement may be amended by the written mutual assent of the parties involved resulting from good faith negotiations.

IN WITNESS WHEREOF, the Nebraska Library Commission and the ___________ ______________________________________ have caused this agreement to be executed this ____________________, day of ______________________, __________.

By:

NEBRASKA LIBRARY COMMISSION

Attest:

____
Director

____
Witness

DEPOSITORY LIBRARY

____

____
Witness

NE: D3

NEBRASKA LIBRARY COMMISSION

NEBRASKA PUBLICATIONS CLEARINGHOUSE INFORMATION FORM

IN ACCORDANCE WITH R.R.S. 1943 51-411 - 418: Send four (4) copies of all publications. Include a completed form for each new publication. For periodicals (i.e. those issued weekly, monthly, etc.) include a form only with the first issue each year.

NOTE: Shaded Areas are Reserved for Clearinghouse use

Class No.

Agency Issuing Publication:

Agency Subdivision (if applicable):

ublication Title:

Author(s):

Publication Date:

Paging:

Special Contents:
- ☐ bibliography
- ☐ tables
- ☐ maps
- ☐ other ______

Frequency:
- ☐ one time
- ☐ monthly
- ☐ annually
- ☐ other (please specify) ______

Availability:
- ☐ available free to public
- ☐ not available to public
- ☐ available as follows (indicate price, if any): ______

☐ This replaces an earlier publication entitled ______

☐ This does not replace an earlier publication

Send to:
ebraska Publications Clearinghouse
NEBRASKA LIBRARY COMMISSION
1420 P Street
Lincoln, NE 68508
Phone (402) 471-2045

Person to Contact For Further Information:
Name ______
Address ______
City ______
Phone ______

USE INTER-OFFICE MAIL WHEN POSSIBLE

THIS SIDE FOR CLEARINGHOUSE USE

Series	No.
Subjects	
Cross References	
Abstract	

revised 6/79

650

NE:F3

RULES, REGULATIONS & STANDARDS
NEBRASKA STATE DOCUMENTS DEPOSITORY SYSTEM

I. Accessibility

A. Depository documents shall be readily accessible to the public for use in the depository library. Loan policies may be established by the library.

B. Depositories shall provide assistance to the public in using the depository collection.

C. Depository library hours shall be such that reasonable public access is possible.

D. Depository libraries shall provide interlibrary loan service of their depository collections in accordance with the Nebraska "Model Code" for interlibrary loan.

E. Depositories shall publicize their documents depository service.

F. Depository documents shall be processed and accessible to the public within two weeks of receipt by the depository library.

II. Facilities, Staffing & Equipment

A. Depositories shall provide adequate staffing, equipment, and facilities for the maintenance and utilization of the depository collection.

B. Each depository shall designate a staff member who will have primary responsibility for the depository service and serve as a Clearinghouse contact person.

C. Depository libraries shall provide for public use a suitable microfiche reader/printer. This reader/printer shall be equipped to accomodate the format of microforms distributed through the depository system, currently 48X microfiche.*

D. Depositories shall send a staff representative to participate in Depository System meetings, generally held once each year.

III. Collection Development & Maintenance

A. Depository libraries will receive Nebraska State documents in microfiche format (48X diazo). All depositories will receive the same selection of microfiche items.

B. If a Nebraska State document cannot be microfilmed, a regular print copy may be distributed. If the supply of regular print copies is insufficient to furnish to all depositories, distribution will be made in such manner as the Clearinghouse determines will achieve widest public accessibility.

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*Depositories in existence at the effective date of these regulations will be granted a two-year waiver of this requirement.

C. Depository libraries may organize their collections in any manner desired, provided that convenient public access is assured.

D. Duplicate depository items shall be returned promptly to the Clearinghouse.

E. Depositories shall report any lost publications to the Clearinghouse.

F. Depositories shall retain depository documents for a minimum of five years, after which time unneeded items may be discarded–with Clearinghouse approval. The Clearinghouse and Nebraska State Historical Society will permanently retain all items.

IV. Clearinghouse Obligations

A. The Clearinghouse shall provide assistance in establishing processing procedures, determining equipment needs, or in any other technical matters, upon request. Further, the Clearinghouse shall visit depositories and confer with their staff on any questions or problems that may be identified.

B. The Clearinghouse shall determine which publications are designated depository items, giving special consideration to recommendations of depository libraries.

C. The Clearinghouse shall send depository shipments as frequently as volume demands, normally one to two per month. Depositories will be notified of any significant deviation from this schedule.

D. The Clearinghouse shall assume the costs of mailing depository shipments.

E. The Clearinghouse shall include authorization to discard any superseded publications on shipping lists.

F. A shipping list, showing the title and State Documents Classification Number for each publication, shall be supplied with each shipment.

G. The Clearinghouse shall provided printed claim forms to the depositories for use in claiming missing shipment items.

V. Depository Designation

A. A State Documents Depository Committee, consisting of the Nebraska Library Commission Director, State Documents Librarian, Publications Clearinghouse Coordinator, and a representative from the State Advisory Council shall review all applications for depository designation, and transmit its recommendations to the Library Commission for final action.

B. Upon approval of an application for depository designation, a contract setting forth terms of the designation shall be executed between the Nebraska Library Commission and the depository library.

C. Each library designated a depository for Nebraska State publications shall receive a certificate of appointment which shall be publicly displayed.

Nebraska Legislative Information

LEGISLATIVE HOTLINE (800 742-7456)

The Clerk of the Legislature's Office operates a toll-free HOTLINE which provides information to the public on legislative bills and related matters. The HOTLINE operates 8-12 and 1-5 monday through friday during the legislative sessions, except on State holidays.

DIRECTORY OF MEMBERSHIP, COMMITTEES, EMPLOYEES OF THE LEGISLATURE (ROSTER)

Directory lists home and office addresses, committee assignments, and other information about the Senators. Also lists legislative staff and employees.
STATE DOC. NO. L3300D001-

INDEXES TO LEGISLATIVE BILLS

The Clerk's office produces various "subject," "bill-title," and "section" indexes to (1) bills pending from previous session, (2) bills introduced, (3) bills passed. STATE DOC. NO. L3300D004-

LEGISLATIVE JOURNAL

A daily summary of legislative proceedings. NOT a transcript, but a summary of activities. Transcripts are available from the Clerks's Office at a cost of 15¢ per page (requested by bill number, or by date).
STATE DOC. NO. L3300T001-

WORKSHEETS & AGENDAS

Worksheets provide a daily report on the current status of each bill introduced in the current session. Agendas provide a daily legislative schedule.

BILLS

Two basic types of bills are introduced in the Legislature: standard legislative bills, and appropriations ("A") bills. These bills are color-coded using a system that only the Clerk understands, with each color indicating the type and status of the bill (whether a "regular" or "A" bill, first, second, final reading). Copies are available on request through the HOTLINE. STATE DOC. NO. L3300Q001-

LAWS; PASSED BY THE LEGISLATURE (SESSION LAWS)

Reprints all bills passed during the legislative session and approved by the Governor. Subject and section indexes are included.
STATE DOC. NO. L3300Q002-

REVISED STATUTES

The official, codified form of all the laws currently in force in Nebraska. Supplements containing changes enacted by the most recent legislative session are issued each year, in one of two forms. In even-numbered years, a CUMULATIVE SUPPLEMENT, combining the current and previous years changes is issued. In odd-numbered years, a SUPPLEMENT, containing changes enacted by the most recent Legislature only is issued. STATE DOC. NO. L3500Q001-

RULES OF THE NEBRASKA UNICAMERAL

Shows the rules of procedure adopted by the current Legislature.
STATE DOC. NO. L3300R001-

SUMMARY OF LEGISLATION

This booklet briefly describes the provisions of each piece of legislation enacted by the most recent Legislature. STATE DOC. NO. L3000D003-

UNICAMERAL UPDATE

A weekly newsletter designed to provide news and information about activities of the Legislature, proposed legislation, committee activity, and other legislative matters. STATE DOC. NO. L3000N001-

A LOOK AT YOUR UNICAMERAL

This annual publication discusses the history and development of the non-partisan, unicameral system in Nebraska, outlines the operation of the Legislature, and provides photos and lists of current senators.
STATE DOC. NO. L3300H001-

RULES & REGULATIONS

The official compilation of administrative rules and regulations promulgated by the various Nebraska State agencies. Contained in 34 volumes of looseleaf binders, with no indexing other than a two-page table of contents.
STATE DOC. NO. L3600R001-

Compiled by Nebraska Publications Clearinghouse 1/82

NE:I1

CRITERIA FOR DESIGNATING NEBRASKA STATE DOCUMENTS DEPOSITORY LIBRARIES

The Nebraska State Documents Depository System was authorized by the 1972 Legislature to promote statewide accessibility of Nebraska State government publications. The criteria set forth in this document are intended to guide the selection of depository libraries in such a way that this goal is served.

Generally, these criteria are derived from the following concepts: (1) no citizen should be more than one hour away from a depository, (2) each major population center should be served by a depository; metropolitan centers should be served by a number and diversity of depositories appropriate to their population, (3) major research libraries and federal documents depositories are logical sites for depository collections.

Any Nebraska library that meets one of the five conditions described below is eligible for designation as a State Documents Depository, provided that it agrees to meet the requirements and standards outlined in "Rules, Regulations & Standards, Nebraska State Documents Depository System," and subject to approval by the Nebraska Library Commission Board.

DEPOSITORY ELIGIBILITY CATEGORIES

1. Public libraries in cities of 10,000 or greater population, or public libraries whose service areas include 10,000 or more persons, provided that their appointment would not increase the depository/population ratio to more than one per 50,000 in the county, SMSA, or state.

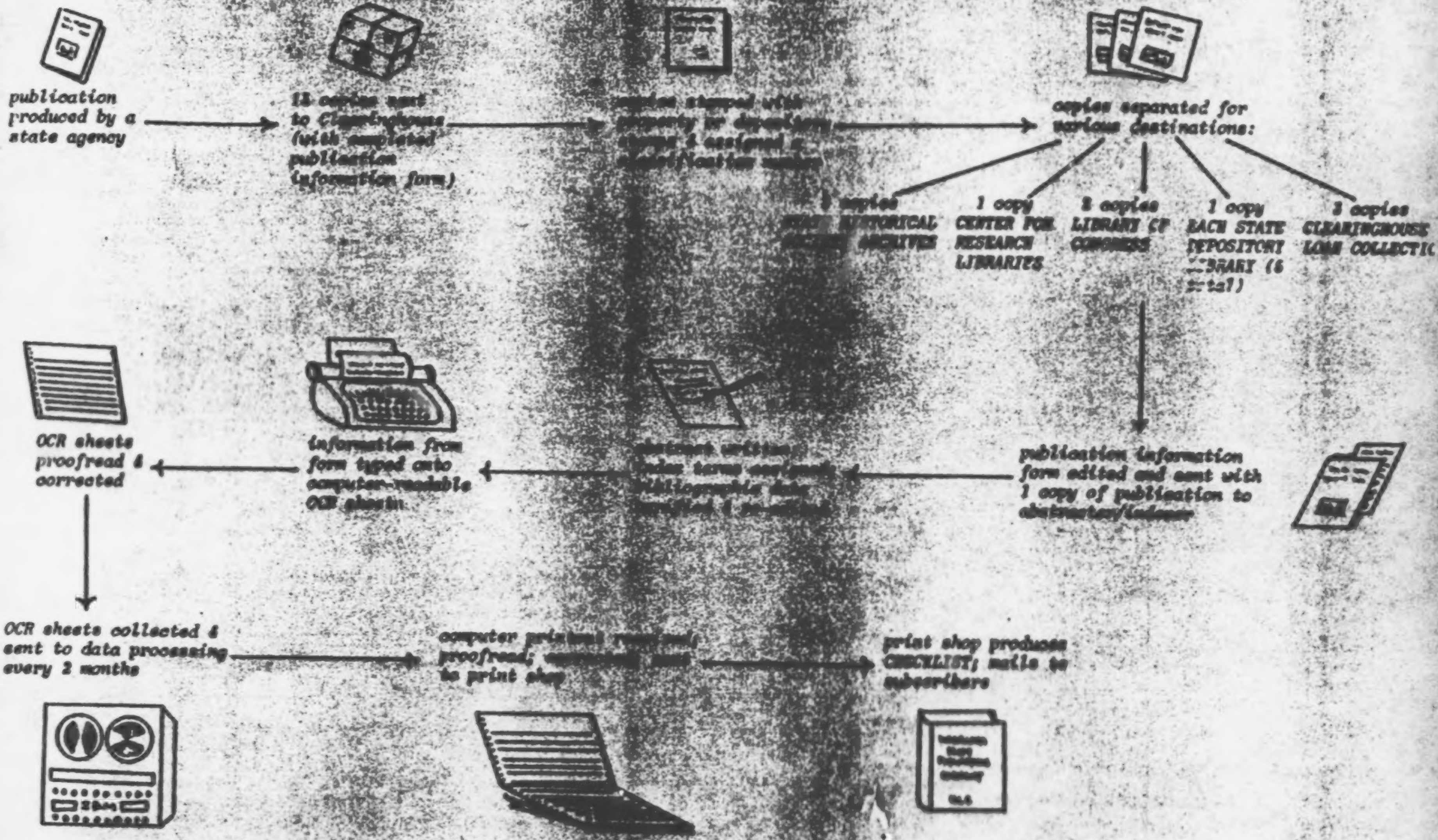
2. Libraries other than the public library in cities of 10,000 or greater population, provided that their appointment would not increase the depository/population ratio to more than one per 50,000 persons in the county, SMSA, or state.

3. State college and university libraries, provided that their appointment would not increase the depository/population ratio to more than one per 50,000 persons in the county, SMSA, or state.

4. Any library so located that within a 50-mile radius no other depository exists, provided that its appointment would not increase the depository/population ratio to more than one per 50,000 persons in the county, SMSA, or state.

5. Any library that is a designated federal documents depository.

NEBRASKA STATE DOCUMENTS PROCESSING — flow chart



publication produced by a state agency

12 copies sent to Clearinghouse (with completed publication information form)

copies stamped with property or depository stamps & assigned a classification number

copies separated for various destinations:

2 copies STATE HISTORICAL SOCIETY ARCHIVES

1 copy CENTER FOR RESEARCH LIBRARIES

2 copies LIBRARY OF CONGRESS

1 copy EACH STATE DEPOSITORY LIBRARY (6 total)

3 copies CLEARINGHOUSE LOAN COLLECTI

publication information form edited and sent with 1 copy of publication to abstracter/indexer

abstract written; index terms assigned; bibliographic data verified & corrected

information from form typed onto computer-readable OCR sheets

OCR sheets proofread & corrected

OCR sheets collected & sent to data processing every 2 months

computer printout received; proofread; corrections sent to print shop

print shop produces CHECKLIST; mails to subscribers

nlc nebraska library commission

NE:J4

1/5/81

Nebraska Publications Clearinghouse

1977

nlc

Nebraska Library Commission
John Kopischke, Director

658

NEBRASKA PUBLICATIONS CLEARINGHOUSE

is the government documents division of the NEBRASKA LIBRARY COMMISSION

STATE DOCUMENTS PROGRAM

--since 1972 receives copies of all publications produced by state agencies as designated by LB 1284.

--issues the NEBRASKA STATE PUBLICATIONS CHECKLIST*, a catalog of state publications.*

--publishes the GUIDE TO NEBRASKA STATE AGENCIES*, a directory of commissions, boards, departments, councils, university offices and departments.*

--is a depository library for the Council of State Government publications.

--deposits copies of state publications numbering 300 titles each month with the:

- *Center for Research Libraries, Chicago*
- *Library of Congress*
- *Nebraska State Historical Society*
- *five Nebraska depositories:*
  - *Holdrege Public Library*
  - *Lincoln City Libraries*
  - *University of Nebraska-Lincoln Libraries*
  - *University Libraries at University of Nebraska-Omaha*
  - *W. Dale Clark Library (Omaha)*

* * *

Together these collections of state and federal government publication's number well over 120,000 items. All are available for your use through the Nebraska interlibrary loan network.

FEDERAL DOCUMENTS PROGRAM

--has been a U.S. Depository library, since July of 1972, eligible to receive publications from Congress and the many U.S. government agencies free.

--files copies of all U.S. legislative bills, hearings, and committee reports.

--is the Regional U.S. depository for Nebraska and helps coordinate the activities of the 11 other federal depositories in the state:

- *Dana College Library, Blair*
- *Doane College Library, Crete*
- *Midland Lutheran College Library, Fremont*
- *Kearney State College Library*
- *Nebraska State Library, Lincoln*
- *University of Nebraska-Lincoln Libraries*
- *Creighton University Library, Omaha*
- *W. Dale Clark Library, Omaha*
- *University Libraries at University of Nebraska-Omaha*
- *Scottsbluff Public Library*
- *Wayne State College Library*

--has up-to-date ordering information for U.S. government publications available for sale from the Superintendent of Documents, Government Printing Office.

NEBRASKA LIBRARY COMMISSION

NEBRASKA PUBLICATIONS CLEARINGHOUSE

Susan Kling, Dept. Head

STATE DOCUMENTS PROGRAM

Karen Lusk, State Documents Librarian
Vern Buis, Abstracter/Indexer
Doris Garlow, State Documents Asst.

FEDERAL DOCUMENTS PROGRAM

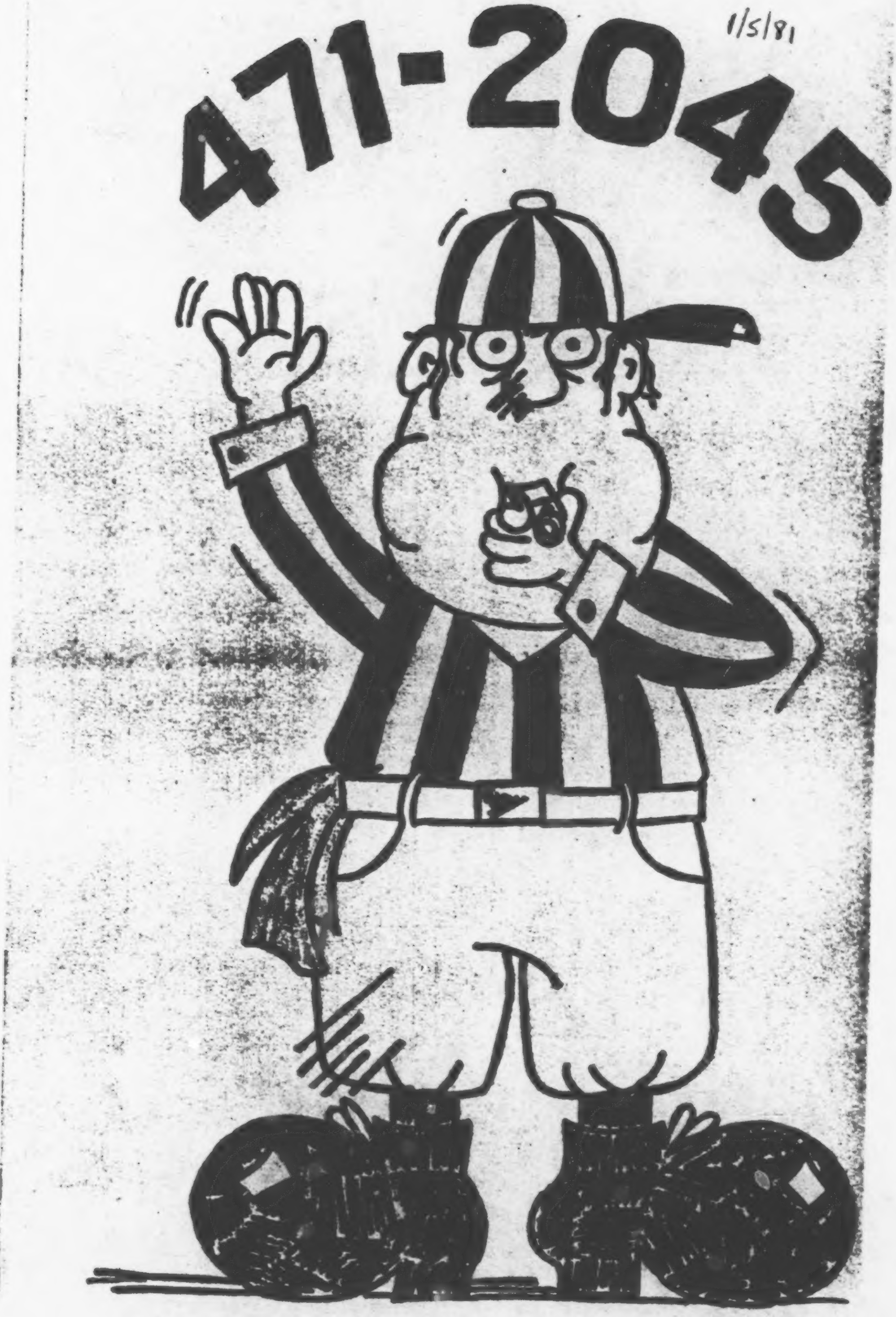
Pat Sloan, Federal Documents Librarian
Beth Bourn, Federal Documents Asst.

For further information or to have specific questions answered, please

CALL 402-471-2045 OR TWX 910-621-8119.

NE:J6

1/5/81



nlc NEBRASKA LIBRARY COMMISSION

Ake Time to get to know our services!

NLC is open Monday through Friday, 8:00 to 5:00. Call, visit or take advantage of daily delivery service to the Capitol and State Office Building.

You may find these items particularly useful for you.

General reference and information service:
dictionaries/encyclopedias/atlases/maps/magazine indexes/historical and biographical materials/magazine and newspaper directories/telephone books

Special items of interest to state agency personnel and Legislators:

Public Affairs Information Service Bulletin/a monthly index of current materials in economics and public affairs

Congressional Information Service, Index to the Publications of the U. S. Congress/a monthly index to hearings, prints, reports and documents printed for U. S. Senate and House Committees

American Statistical Index, A Comprehensive Guide and Index to the Statistical Publications of the U. S. Government/ a monthly index to statistical publications of all U. S. government agencies

Congressional Index/a weekly index to bills and legislation in the U. S. House and Senate

Government Reports Announcements Index/a semi-monthly listing and index of technical reports produced by and under contract for U. S. government agencies

Directories giving addresses, phone numbers and administrative personnel for federal agencies, congressional staffs and committees

Over 100,000 publications of U. S. government agencies including Congressional Record/Federal Register/Code of Federal Regulations/United States Code/Public Laws/U. S. Statutes/Presidential documents and proclamations/statistical abstracts/Census reports

* * * * * * * * * * * * * *

A collection of more than 15,000 publications produced by Nebraska state agencies are available for reference and research such as reports, maps, plans and surveys, economic, agricultural and business statistics

More than 500 publications from the Council of State Governments including State Government News/Book of the States

Special services from NLC:
assistance in organizing agency libraries/statewide library coordination and development/library service to state institutions/loan of materials throughout the state and nation/recording and reproduction of public service announcements

Selected Services of the Nebraska Library Commission for state and legislative personnel

For your information needs, just call and ask us!

Government Publications:
Nebraska Publications Clearinghouse/
state documents/federal documents

Reference Services:
information search/material loan/
library material purchasing
assistance

Film Services:
film loan/advance booking

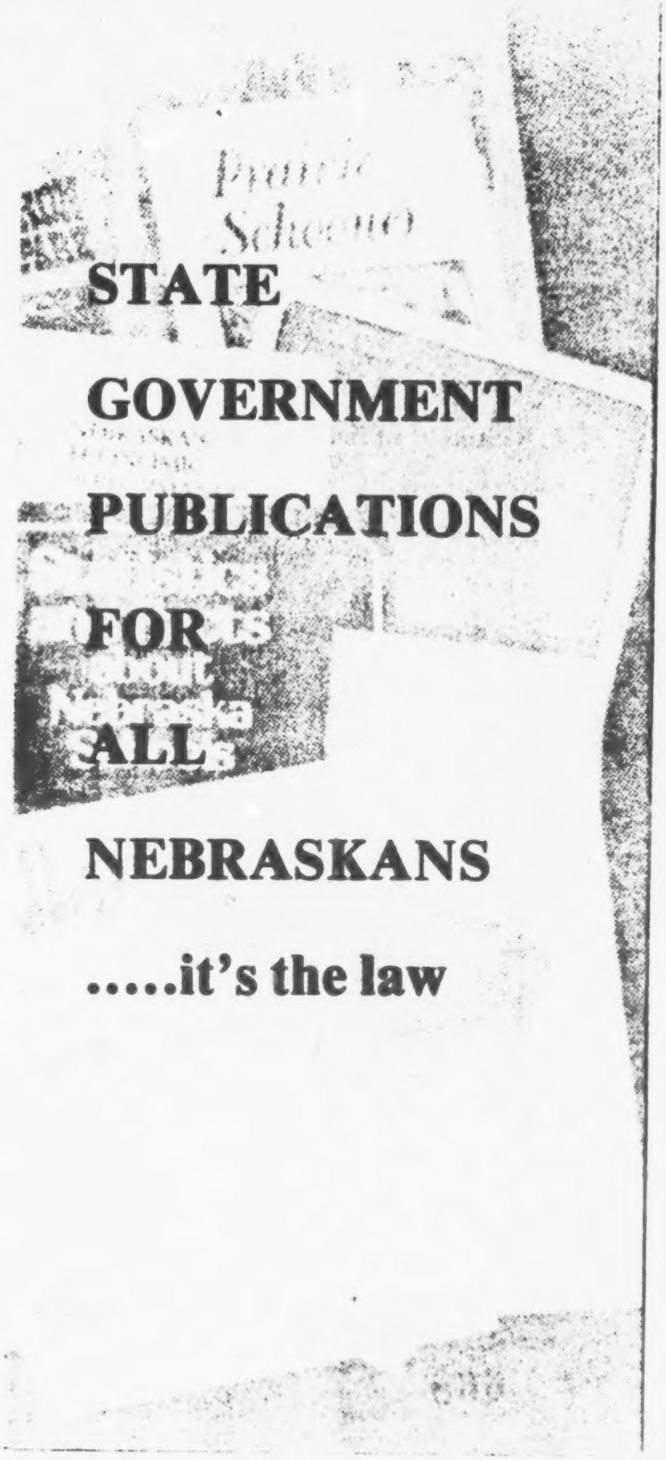
Library Services to Blind and Physically
Handicapped:
large print/braille/cassettes/talking
books

Media Center:
recording/duplicating/programming/
equipment rental/graphics

JOHN L. KOPISCHKE, DIRECTOR
NEBRASKA LIBRARY COMMISSION

1977

NE:J7



STATE GOVERNMENT PUBLICATIONS FOR ALL NEBRASKANS

.....it's the law

To ensure that all Nebraska citizens have access to the PUBLICATIONS created with public funds, Nebraska Law (R.R.S. 51-412) designates the Nebraska Publications Clearinghouse to "operate a publication collection and depository system for the use of Nebraska citizens."

The Law Requires:

Compliance by all state agencies.

Each state agency to:

- Supply four copies of every publication it issues to the Clearinghouse, immediately on publication.
- Submit a completed Nebraska Publications Clearinghouse Information form for each item published. Copies of this form are supplied by the Clearinghouse on request.
- Designate a records officer to serve as a publications liaison with the Clearinghouse.

Nebraska Publications Depositories:

Bellevue Public Library
Columbus Public Library
Holdrege Public Library
Kearney State College
Lincoln City Libraries
Omaha Public Library
Scottsbluff Public Library
University of Nebraska-Lincoln
University of Nebraska at Omaha
Center for Research Libraries, Chicago

Interlibrary loan of government publications is available from all libraries throughout the state.

The Law Provides:

Convenient access to state publications through an organized system of collection, indexing, distribution and deposit.

That four copies of each publication be supplied to the Clearinghouse.

- One copy is used to create a master microfilm edition. From this edition microfiche copies are made and distributed to Nebraska Publications Depository libraries.
- One copy is sent to the State Historical Society for the official state archive.
- One copy is sent to the Library of Congress in Washington, D.C.
- One copy is retained for the Clearinghouse collection and is available on loan to any Nebraska citizen or state agency.

Each publication is abstracted and indexed in the *Nebraska State Publications Checklist*, the official catalog of state publications. The *Checklist*, available in both print and microform editions, is distributed to more than 500 state and local government agencies and libraries throughout Nebraska and the nation.

L4200D001-1980

NEBRASKA
STATE PUBLICATIONS
CHECKLIST
vol. viii 1980

The Law Defines:

Chapter 51-411 of the Nebraska Statutes defines the terms of the Clearinghouse Act:

"(1) Print shall include all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;
(2) State publications shall include any multiply-produced publications printed or purchased for distribution, by the state, the Legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds;
(3) State agency shall include every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational technical colleges; and
(4) Governmental publications shall include any publications of associations, regional organizations, intergovernmental bodies, federal agencies, boards and commissions, or other publishers that may contribute supplementary materials to support the work of the state Legislature and state agencies."

The Clearinghouse Collection

The Clearinghouse collection includes copies of all Nebraska publications funded wholly or in part with state government funds:

▲Annual/biennial reports
▲Bibliographies
▲Catalogs and guides
▲Directories and indexes
▲General reports and plans
▲Handbooks and manuals
▲Laws
▲Maps, charts, and posters
▲Newsletters
▲Pamphlets and brochures
▲Rules and regulations
▲Surveys and studies
▲And other regular publications but NOT interoffice memoranda and correspondence.

The Clearinghouse is also a depository for United States government publications, and receives copies of all major publications of the federal legislative, executive and judicial agencies.

Indexes, manuals and guides from the federal government and the other 49 states are available for research assistance.

Publications are loaned for two to four weeks.

The Nebraska Publications Clearinghouse is a division of

The Nebraska Library Commission
1420 P Street
Lincoln, Nebraska 68508
402-471-2045 TWX 910-621-8119

11/80

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NH

C. Depository contracts
D. Forms and form letters
F. Legislation and legal materials
G. Mailing lists
L. Shipping lists
M. Studies, surveys and workshops

12/5/80

NH:C

AGREEMENT

This library hereby agrees to its official designation as a State Document Depository Library effective July 22, 1973, as outlined in Chapter 140, Laws of New Hampshire, 1973.

This library hereby agrees to abide by the following conditions:

1. Will receive, classify, catalog, process and house all State Documents sent to it monthly by the New Hampshire State Library.
2. Will make these documents available to all persons desiring to consult them.
3. Will discard no such State Documents without permission of the New Hampshire State Library, with the exception of older editions or superseded publications.
4. Will assist the New Hampshire State Library, from time to time, in evaluating the effectiveness of the State Document Depository Library System.

Signed ______________________________

Library ______________________________

Date ____________________

Return immediately to:

Emil W. Allen, Jr., State Librarian
New Hampshire State Library
20 Park Street
Concord, New Hampshire 03301

12/5/80

NH:D

NEW HAMPSHIRE STATE LIBRARY
20 Park Street, Concord, New Hampshire 03301 Tel. 603-271-2392

This letter is a request for help. I am hopeful that you or some well informed member of your staff can take the time to assist us.

Each biennium the State Library issues what we hope is a complete list of all the publications by various state departments. This list is of use to libraries and to persons doing research. We have enclosed a list of all the items we have received from your department during the period July 1, 1976 to June 30, 1978. We shall be grateful if you will make additions or corrections to this list and return it to us. If you add items that we have not listed, will you please send us 25 copies of each so that we can complete our own holdings and distribute to depository libraries in New Hampshire under RSA 202-B:2.

If you have any questions please contact:
Eleanor G. O'Donnell
Deputy Director
Technical Services Division
Telephone 271-2316

If we do not receive a reply by May 31, 1979, we shall consider our list correct.

Sincerely yours,

Avis M. Duckworth

Mrs. Avis M. Duckworth
State Librarian

12/5/80

NH:F1

SECTION 3, CHAPTER 140, LAWS OF N. H., 1973

3 Public Documents Made Available. Amend RSA by inserting after chapter 202-A the following new chapter:

Chapter 202-B

Distribution of Public Documents

202-B:1 State Depository Libraries, Designated. The state librarian is authorized to designate no more than twenty-five public and academic libraries as state depository libraries.

202-B:2 Copies of All State Agency Publications. Each state agency shall print twenty-five copies of their publications for deposit with the state librarian. Distribution to depository libraries shall be made thereafter by the state librarian, as soon as practicable.

202-B:3 Definitions. As used in this chapter:

I. "State publication" or "publication" includes any document, compilation, code, register, pamphlet, list, book, report, memorandum hearing, leaflet, order, regulation, directory periodical or serial issued by state, constitutional officers, or any department, division, commission or other agency of the state in print.

II. "Print" includes all forms of duplicating other than by the use of carbon paper.

202-B:4 Distribution Not Required. The state librarian shall not distribute copies of:

I. Joint resolutions, bills, legislative manuals, statutes, and journals as provided under RSA 20;

II. The state reporter and reports provided under RSA 505;

III. Intra-office or inter-office publications and forms.

202-B:5 Duties of Depository Libraries. Depository libraries shall provide adequate facilities for the storage and use of the publications. They shall render reasonable service without charge to qualified patrons who desire to use the publications. They shall catalogue the publications in an acceptable fashion.

12/5/80

NH:G

NEW HAMPSHIRE STATE LIBRARY
Concord, N.H. 03301

New Hampshire State Document Depository Libraries - as of 9/25/80

	Concord Public	03301
2	Dartmouth College, Hanover	03755
	Fiske Free, Claremont	03743
	Franklin Public	03235
5	Keene State College	03431
	Kelley Library, Salem	03079
	Laconia Public	03246
3	Manchester City	03104
4	Nashua Public	03060
	New England College, Henniker	03242
	New Hampshire College, Manchester	03104
	New Hampshire Vocational-Technical College, Berlin	03570
	Peterborough Town	03458
6	Plymouth State College	03264
	Portsmouth Public	03801
	St. Anselm's College, Manchester	03102
1	University of New Hampshire, Durham	03824
	Wadleigh Memorial, Milford	03055

When it is not possible to obtain 25 copies of any given state document, priority distribution will be given to the six libraries numbered above, in that order.

NEW HAMPSHIRE STATE LIBRARY
Concord, N.H. 03301

12/5/80

NH:L

N.H. State depository shipping list no. 85 May 16, 1980.

Enclosed herewith are your depository copies of New Hampshire State Publications. Catalog cards are included for new monographs and new serials, indicated by symbol CC. Cards are not provided for ephemeral materials: symbol is E.

SERIALS

N.H. Agricultural Experiment Station. Research report, no. 75, 77, 79. CC. for no. 75.
N.H. Agricultural Experiment Station. Station bulletin, no. 514.
N.H. Attorney General. Statistical Analysis Center. New Hampshire crime analysis, 1973/ CC.
N.H. Bank Commissioner. 135th Report for the year ending Dec., 31, 1979.
N.H. Dept. of Education. Division of Vocational-Technical Education. Research Coordinatin Unit. Visions. March, May, 1980. CC.
N.H. Dept. of Employment Security. Planning information for vocational education in New Hampshire. 1979-1984 .
N.H. Fish and Game Dept. New Hampshire natural resources. v.11, no.2 winter, 1980.
N.H. Fish and Game Dept. Division of Inland and Marine Fisheries. Annual report, 1979.
N.H. Dept. of Public Works and Highways. State of New Hampshire traffic flow map. 1979.
N.H. Dept. of Public Works and Highways. Planning and Economics Division. Directory and map of state facilities located in Concord, N.H. 1979. CC.
N.H. Treasurer. Report for the fiscal year ended June 30, 1979.
N.H. University. Merrimack Valley Branch. The Merrimack Valley Branch. Summer, 1980.
N.H. University. Sea Grant Program. Journal reprints. UNH-SG-JR- 109, 118, 119. 3 nos.
N.H. University. Sea Grant Program. Technical report. UNH-SG- 166.

MONOGRAPHS

N.H. Dept. of Employment Security. People at work: occupational employment statistics : New Hampshire staffing patterns in [selected nonmanufacturing industries] construction, finance, insurance, and real estate, services, 1978. CC.
N.H. Office of Legislative Services. Division of Administrative Procedures. New Hampshir rulemaking manual. 1979. CC.
N.H. Office of State Planning. Outdoor recreation facilities in New Hampshire : Alphabetical listing, 1979. CC.
N.H. Office of State Planning. Outdoor recreation facilities in New Hampshire : summary tables, 1979. CC.
N.H. Office of State Planning. Recreation in New Hampshire's cities and towns, 1979. CC
N.H. Supreme Court. An introduction to the Supreme Court of New Hampshire. 1980. CC.
N.H. University. Center for Educational Field Services. Public schools, taxes and you: report of 45 forums : final report. 1980. CC.
N.H. Water Supply and Pollution Control Commission. Guide for the design, operation and maintenance of small sewage disposal systems to enable compliance with the statutory requirements of RSA 149-E. 1978. CC.

NOTES

Cards are enclosed for the following publication which was sent in a previous shipment. Health systems plan and annual implementation plan: health choices 1980.
N.H. Bank Commissioner. Report for the year ending June 30. Add note to catalog cards: From 135th annual report, 1979, report year ends December 31.
N.H. Governor's Commission on Crime and Delinquency. Statistical Analysis Center. New Hampshire crime analysis. Close dates to read: 1973/74-1975. Add note: From 1973/77 published by N.H. Attorney General, Statistical Analysis Center.

INSUFFICIENT COPIES

Energy sources: the promises and problems. Louis H. Klotz, editor: Available from the edi Center for Industrial and Institutional Development. University of New Hampshire.
N.H. Agricultural Experiment Station. Research report no.76: Economies in fuel wood supply firms in New Hampshire. 1979. Cards are enclosed.
N.H. Dept. of Education. Division of Vocational-Technical Education. Visions. Jan., 1980.

12/5/86

NH:M

NEW HAMPSHIRE STATE LIBRARY
Concord, N.H. 03301

Minutes of Meeting of N. H. Depository Libraries
March 22, 1977

The meeting was chaired by Clare Ryan, Director of Technical Services at the State Library with Eleanor O'Donnell, Documents Cataloger, present as the resource person.

Eleven libraries were represented by 20 people. Present: Concord Public; Kelley Library, Salem; Franconia College; Laconia Public; Manchester City; New England College; Peterborough Town; Plymouth State College; New Hampshire College; St. Anselm's College; University of New Hampshire; Avis Duckworth, State Librarian.

Absent: Dartmouth; Claremont; Franklin; Keene State; Nashua; N. H. Voc.Tech., Berlin; Portsmouth; Milford.

1. Acquisition of documents by the State Library.

Materials are not always sent to the library automatically. A good deal of time is spent on the telephone chasing them down from the agencies. We don't always know what has been published. Find out through the newspaper or word of mouth. Sometimes it is too late to get enough copies for all depository libraries. Sometimes only can get enough for the State Library collection. Some agencies do not print enough copies of documents that are done under special grants, etc. Often these are the most important from the view of the citizen user. Some documents are exempt from the Statute. These are joint resolutions, bills, legislative manuals, statutes, and journals.

The depository librarians felt that much ephemeral material was sent. We agree but under an "all the documents program" this must be borne with. It would be almost impossible to get the agencies to follow guidelines on priority items to be sent.

2. Shipment of documents and catalog cards to depository libraries.

Packages go out once a month because this is the most economical way for the State Library to handle since no funding was provided when the program was initiated. This, admittedly, delays some timely materials. A fact sheet is enclosed with each shipment. On this sheet is listed materials not available. After some discussion it was decided that the State Library would try to develop a shipping list which would indicate what materials should be in the package; supply information on non-availability of items. This checklist would be done on a trial basis in order to evaluate the amount of extra time it will take.

Catalog cards. At present full sets of cards are supplied for every publication. Cost to the State Library for a 12-month period was $738.00. Some libraries do not use the cards, especially those on OCLC; others do use them and want them. Suggestion was made that one card per title instead of full sets be supplied. The concensus was that full sets be provided for all but ephemeral items. State Library to make this judgment.

3. Retention of documents by the depository libraries.

The group seemed most concerned about this problem. Many "useless" items were beginning to accumulate in their libraries. The law states that retention is dependent upon instructions from the State Library. It was decided that the State Librarian would check with the Attorney General to determine what latitude might be taken on materials to be retained. Following this, the State Library would develop a draft of guidelines for retention and disposal of documents. These would be routed to all for comment before a final document was drawn up.

4. Sharing session.

It was apparent that libraries varied in their constituencies and the ways in which they organized and administered their collections to meet the needs of same. Most kept their collections as separate collections rather than integrating them into their main book collections.

Mr. Reed of Salem Public Library suggested that pressure be brought on local legislators when materials were not available readily from the state agencies. This not only would serve the purpose of getting more documents but would alert them to the importance of the program and the popularity of it with citizen borrowers.

Mr. Adamovich of UNH has been experimenting with a computerized list of documents which could become a very useful tool to all concerned especially since the biennial checklist of publications put out by the State Library is not very current.

The group in general felt that the meeting had been productive and hoped that a firming up of guidelines would help all to better administer their collections.

Eleanor O'Donnell

NJ

C. Depository contracts

D. Forms and form letters

L. Shipping lists

NJ:C

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
Division of the State Library, Archives and History
Barbara F. Weaver, Assistant Commissioner/State Librarian

Bureau of Law, Legislative
and General Reference
(609) 292-6294

P.O. Box 1898
185 West State Street
Trenton, NJ 08625

Agreement between the New Jersey State Library, Bureau of Law, Legislative and General Reference, acting as the Primary Depository for New Jersey State Documents, and

acting as a Secondary Depository for New Jersey State Documents.

1.1 The accepts designation as a Secondary Depository for New Jersey State Documents as offered by the New Jersey State Library and accepts the conditions for such status as agreed to in this contract.

2.1 The Primary Depository shall secure copies of State publications as specified in NJSA 52:14-25.1 and 52:14-25.2.

2.2 The Primary Depository shall ship documents to the Secondary Depositories at least once a month with shipping lists provided and the shipments numbered consecutively within the calendar year.

2.3 When the issuing agency fails to deliver to the Primary Depository enough copies to provide one copy to each Secondary Depository, the items provided will be sent to the Secondary Depositories according to a priority list developed and published by the Primary Depository.

2.4 The Primary Depository will attempt to replace items missing from shipments or missing shipments for the Secondary Depositories when claimed according to 3.3 below.

2.5 The Primary Depository shall retain forever all State publications with the exception of certain ephemeral materials such as news releases, press summaries and announcements and agency reprints of laws.

2.6 The Primary Depository will maintain both reference and circulating copies of most of the documents in its collection, thereby insuring the availability of State documents to researchers and libraries.

3.1 In exchange for the prompt procurement and free shipment of State documents, and in order to provide a local complement to the Primary Depository collection, the Secondary Depository agrees to maintain its collection for the use of the residents of New Jersey as follows.

3.2 All Secondary Depositories agree to accept and service all materials sent to them whether in paper copy or microform. The Secondary Depository may if it so desires convert microform to paper copy or convert paper copy to microform.

3.3 The Secondary Depository shall keep a record of shipments received, shall open each shipment within ten working days of receiving it, shall claim missing shipments and missing items within a shipment within a month, and shall return duplicate shipments received by mistake.

3.4 A full-time professional librarian shall be designated by the Director of the Secondary Depository to serve, as one of his/her duties, as the person with overall responsibility for management of and reference assistance to the Secondary Depository's New Jersey Documents Collection. This person's name shall be reported to the Primary Depository by the Director of the library.

3.5 The Secondary Depository shall maintain the depository collection in as good physical condition as the other collections in the library.

3.6 The Secondary Depository shall make the depository collection available for use by the general public and shall provide reference assistance at all times that general reference assistance is available.

3.7 Beginning with shipments received two months after the date of this agreement, the Secondary Depository shall provide subject access to all newly received material. The following are several different forms of subject access any one of which is automatically acceptable to the Primary Depository. Other means of access must have the written approval of the Primary Depository.

- a) Full cataloging, including subject entries, in the main public catalog; or
- b) a special documents catalog that includes subject entries; or
- c) a special subject card file that covers all the documents; or
- d) pamphlet files for all materials, arranged by subjects, with a minimum of 40 different subjects; or,
- e) the minimum acceptable, use of the Primary Depository's subject-based classification scheme for all non-serial, non-periodical materials (call numbers will be provided on the shipping list),

providing that the reference staff maintains a list of the cutter numbers and understands how to use the classification system as a subject approach.

3.8 The Secondary Depository shall assemble basic written procedures for the use of the library's staff and a brief descriptive guide to its collection of New Jersey Documents for the use of the library's patrons.

3.9 The Secondary Depository may set its own circulation policy for New Jersey Documents.

3.10 The Secondary Depositories were established to provide access to current materials. All materials received by the Secondary Depository from the Primary Depository must be retained for five years from date of receipt and then may be discarded at the option of the Secondary Depository; ephemeral items as listed in 2.5 above may be discarded when no longer of value to the Secondary Depository. Superseded lists, directories and guides may be discarded.

3.11 Those Secondary Depository libraries who choose to build strong, retrospective collections may enter into a separate "Secondary Retrospective Depository Library" agreement with the Primary Depository. These "S.R.D.L." shall be given high priority in the assignment of documents in short supply.

4.1 Because Law School Libraries are the only highly specialized libraries within this Depository Network, the following option is made available to them.

4.2 Law School Libraries may reject any materials at the time they are received if two conditions are met:

a) There must be a non-Law School Secondary Depository within the same legal municipality so that the residents of that municipality do not lose access to a full depository; and

b) the Law School Library must return to the Primary Depository at the Law School's expense at least quarterly all items it has chosen not to retain from current shipments.

4.3 This Law School Option applies only to selection at the time of receipt of shipments and does not affect any other provisions of this agreement.

5.1 The Primary Depository will make periodic inspections to insure compliance with this agreement. Libraries found to be not in compliance will be given written notice by the Assistant Commissioner/State Librarian of the areas of non-compliance.

5.2 Failure of the Secondary Depository to correct cited areas of non-compliance within 90 days of notification can result in the removal of its Secondary Depository designation upon a hearing held by the Assistant Commissioner/ State Librarian at which the Secondary Depository may be heard.

5.3 The Secondary Depository can relinquish its Secondary Depository status voluntarily by making written application to the Assistant Commissioner/ State Librarian.

5.4 This agreement goes into effect immediately and remains in effect indefinitely unless the depository law is changed or until replaced by a new agreement.

Barbara F. Weaver, Assistant
Commissioner/State Librarian
for the Primary Depository

Date

Date

BFW/REL/PC
1/14/80

NJ:D2

State of New Jersey
DEPARTMENT OF EDUCATION
STATE LIBRARY
185 WEST STATE STREET P. O. BOX 1898
TRENTON, N. J. 08625

MEMORANDUM

FROM: Robert Lupp, Supervisor, New Jersey Reference Section

DATE: February 1, 1980

SUBJECT: The depository network for New Jersey documents

I would like to take this opportunity to make a few comments on the depository program and to outline some plans we have for its improvement.

New Jersey is in a rather good position concerning the ALA "Guidelines for minimum state servicing of state documents" (DttP, September 1975, pages 32-33). The State Library is designated by law as the depository for State documents (Guideline 1) and maintains a network of depository libraries (Guideline 2). As part of our depository program, we exchange documents with New York and California (Guideline 3), publish a checklist six times a year (Guideline 4), and send documents to the Library of Congress, the Council of State Governments, the Center for Research Libraries and the PAIS section of the New York Public Library (Guideline 5). Although we have never produced and made available an authority list (Guideline 6), I have been informed that by using OCLC we can produce a list of master entries after the creation of our first microfiche catalog; I will pursue this possibility in the coming year.

We are currently quite fortunate in our staffing. Guideline 7 suggests that one full-time professional be assigned to State documents and that there be sufficient clerical help. Janet Tuerff is the librarian primarily responsible for obtaining State documents. In this work, she spends a lot of time tracking down publications and negotiating with the agencies involved for copies. Margaret Nizolek handles the State periodicals. William Kerr, in Technical Services, does all of our cataloging. I oversee operations and create the shipping lists and the Checklist. Peggy Ferriolo maintains the mailing list for the Checklist, responds to requests for distribution copies of documents, and files our documents collection. Maria Usmiani assembles and wraps the shipments of documents that we send to you.

Of course, each of us has a variety of other duties as well.

The aim of the revised depository program is to assure access to the general public to the publications of State government for a five year period at all depository sites. This five year period is basically a compromise. Because the Primary Depository keeps most things permanently, there is little need to require Secondary Depositories to keep everything indefinitely. On the other hand, most materials do not lose their value just because two or three years have passed. We think that five years is a fair and reasonable compromise. (For an interesting overview of the problems in trying to determine retention plans, see Byron Stewart's article "Documenting Missouri" in the September 1979 issue of Show-Me Libraries, pages 33-35.)

We require you to keep the materials sent to you for five years, except for the limited number of items allowed to be discarded, so that anyone referred by us or by the issuing agency to your depository may reasonably expect to find the material. Allowing a depository to discard freely would unravel the system. If a person who had been referred to your collection by the issuing agency were to return to that agency and report that the item had not been kept by you, we would have a lot of explaining to do to the agency. The likely result would be a loss of cooperation from that agency in supplying us with its publications in the future.

Why do we worry about cooperation from State agencies? Why do we not simply crack down on them with rigorous enforcement or insist that the central printing authority route 75 copies of everything to us? Unfortunately, there is no central printing authority. Many departments do not even have a central control for their own publications. Indeed, we are now negotiating a prominent role for ourselves in the publication and distribution process for the Department of Education. However, the real problem is that there are no teeth in our depository law. If an agency were to refuse to cooperate with us, we would be without effective legal recourse. We have been reluctant to work to have the law changed out of fear that the new law would allocate to us far fewer than the present 75 copies. Legislation was attempted a few years ago that would have cut back drastically on State printing and would have had catastrophic effects on the depository program.

The costs of paper and printing have risen drastically in the past few years. Many agencies are being squeezed by these rising costs and by budgetary limitations. They are now finding it difficult to print enough copies for their own needs as well as our 75 copies. In some cases, fewer than 75 copies are produced. If a department can only afford to print 50 copies of an item and needs 25 for its own legally mandated purposes, we simply cannot insist on 75 copies.

A number of responses to the draft agreement suggested microtechnology as the solution. If we cannot get 75 copies of an item in hardcopy, can we make it available on microform? I hope to be able to do a cost study this year to find out just how expensive it might be for us to produce microfiche copies of items not available in sufficient quantity for all the depositories. A second study would be to determine how much it would cost to assume the micropublication of all documents sent to the depositories. We could then determine if such a proposal would be cost effective for the State and whether this should be proposed to the Legislature through our budgetary process.

We have been working to improve bibliographic control of New Jersey documents. In the past few months we have attempted to make improvements in the shipping list that we instituted in the Fall of 1978. Items are now listed alphabetically by issuing agency. To go further down the hierarchy would make the list much longer and raise our labor and printing costs substantially. Starting with shipment 80-01, we are now supplying our call numbers for the items in each shipment with the exception of legal items. At the State Library, legal materials are classified in a modified LC scheme that is unrelated to our document classification system.

We have been trying to improve our system for supplying catalog copy to those who want it. The system has been improved in the past year although I still need to do some more work on it. This year we plan to supply catalog copy for all annual publications after the publications are received and sent out to you. For those with access to OCLC, we have been entering all of our cataloging for documents and Jerseyana into the system for several years. Older cataloging is also being added so that we will soon have five years of cataloging in the OCLC data base.

As for the Checklist, I have been promised a test in the near future to determine if it will be cost effective to proceed with work on a package of computer programs that we have acquired. The successful completion of this project would give us a Checklist that would provide extensive, cumulative subject indexing as well as an extended descriptive entry for each item. I have high hopes for this project, but the costs are uncertain, and it involves working with two other offices including the computer center in another department.

Finally, we are always open to comments on our services, suggestions for improvement or complaints about things considered to be unsatisfactory. We may not always be happy about criticism, but we do usually find it helpful. I and the other members of this section look forward to working with you under the new agreement to help provide better and better access to New Jersey documents to the people of New Jersey.

REL/PC

State of New Jersey
DEPARTMENT OF EDUCATION
STATE LIBRARY
185 WEST STATE STREET P. O. BOX 1898
TRENTON, N. J. 08625

Enclosed are two copies of the final version of our revised agreement on New Jersey documents depositories which will supersede the old, original agreement. Also enclosed is a memorandum on the depository system. Although the enclosed agreement is substantially the same as the draft agreement I sent to you a few months ago, it has been modified in response to the comments we received concerning the draft version. In addition, one major section has been added that concerns the law school libraries.

Please sign and date both copies on page six. I have already signed them for the Primary Depository. Then, keep one copy for your library and return the other copy to me by March 17, 1980. The agreement will go into effect as soon as I receive the copy you have signed.

Our staff is constantly trying to improve our depository service to you and looks forward to a continuing long and happy working relationship with you concerning your library's depository collection.

Sincerely,

Barbara F. Weaver
State Librarian

BFW/REL/PC
Enclosure

NJ:L

State of New Jersey
DEPARTMENT OF EDUCATION
STATE LIBRARY
185 WEST STATE STREET P. O. BOX 1898
TRENTON. N. J. 08625

NEW JERSEY REFERENCE SECTION. (609) 292-6294 March 5, 1980
NEW JERSEY DOCUMENTS DEPOSITORY SHIPMENT, #80-04.

COURTS, Administrative Office of the.
1. Report of the Status of the Calendars for the Month of December, 1979. (974.905/C87)

CORRECTIONS.
2. Admissions, Releases and Residents: January 1980. (974.905/C825.2)
3. Work Release, January 1980. (974.905/C825)

COUNTY AND MUNICIPAL GOVERNMENT STUDY COMMISSION.
4. Annual Report, January 1980. (974.901/C844) Catalog copy was sent, Spring 1979.
@ 5. Public hearing on Draft Report "The Development of Libraries and Networks", held January 11, 1980. (974.90/L694/1980)

EDUCATION.
@ 6. Annual Report of the Division of Vocational Education and Career Preparation January 1980. New item. (974.901/V93)
7. New Jersey Historical Commission Newsletter. March 1980, vol. 10, no. 7. (974.905/H643)
8. New Jersey State Library Impressions. December 1979, vol. 1, no. 3. (974.905/L671.2)

ENERGY.
9. New Jersey Monthly Energy Profile. Dec. 1979. (974.905/E564)

ENVIRONMENTAL PROTECTION.
10. D.E.P. Weekly Bulletin. January 25, 1980. (974.905/E74.2)
11. " " " February 1, 1980.
12. " " " February 8, 1980.

HAZARDOUS WASTE ADVISORY COMMISSION.
@13. Report to Governor Brendan Byrne. (974.90/P777/1980)

HIGHER EDUCATION.
@14. Research Note 79-4: Profile of Full-time Freshmen Enrolled in N.J. Colleges, Fall 1977 and Fall 1978. (974.90/C697/1979s/d)
@15. Research Note 79-5: Enrollments of Students in N.J. Colleges and Universities by Age Category, Fall 1977 and Fall 1978. (974.90/C697/1979s/e)
@16. Research Note 79-6: Undergraduate Transfer Students Received by N.J. Four-year Colleges Fall 1978. (974.90/C697/1979s/f) with Executive Summary.
@17. Research Note 79-7: Applications/Admissions Information by Sector for Fall 1977; by Institution for Fall 1978. (974.90/C697/1979s/g)
@18. Research Note 79-8: Average Salaries and Tenure of Full-time Instructional Faculty on 9-10 Month Contracts, Fall 1977 and Fall 1978. (974.90/C697/1979s/c)
@19. Research Note 79-9: Tuitions and Required Fees at N.J. Colleges and Universities for Academic Year 1979-80. (974.90/C697/1979s/h)
NOTE: WE WERE ABLE TO OBTAIN ONLY A VERY SMALL QUANTITY OF THESE NOTES.

NEW JERSEY DOCUMENTS DEPOSITORY SHIPMENT, #80-04. Page Two.

HUMAN SERVICES.
@20. Annual State Plan for Developmental Disabilities, 1980, Summary. (974.901/M482.2)
@21. Admissions to State Hospitals During Calendar Year 1978, Length of Stay by Service Unit. (974.901/I69.2)
22. Human Services Reporter. Feb. 1980, vol. 2, no. 6. (974.905/H922) Note article on the State's budgetary process.
23. Interface. Jan/Feb 1980. vol 6, no. 1. (974.905/I67)
24. Medicaid Communication 79-4 (re directory). (974.905/M484)
25. Medicaid Communication 80-1 (re abortions). (974.905/M484)
26. Medical Day Care Manual. (Law Library)
27. Public Welfare Statistics for the Month of May, 1979. (974.905/044.2)
28. " " " " " " " June, 1979.
29. " " " " " " " July, 1979.
30. Synopsis Fair Hearing Decisions issued during December 1979. (Law Library)

LABOR AND INDUSTRY.
@31. Annual Report, the calendar year 1979. (974.901/L33.1)
32. Employment and the Economy, data for December 1979. (974.905/L12.3) Ten editions: Atlantic City; Camden; Hackensack; Jersey City; Long Branch; New Brunswick; Newark; Paterson; Trenton; Vineland. Limited supply of Hackensack.
33. International Report. January 1980. (974.905/E15)
34. " " February 1980. (Limited)
@35. Labor Market Information Publications Guide, revised edition. (974.90/L123/1980)
36. New Jersey Characteristics of the Insured Unemployed. Report 23. December 19[illegible]. (974.905/C46.2)
37. New Jersey's Employment Trends. Report 26. December 1979. (974.905/E554)
@38. Tool and Die Maker. Job Guide 3R. (974.90/V872/1979k)

LEGISLATURE.
@39. Public hearing on deregulation of the alcoholic beverage industry, held January 29, 1980. (974.90/L767/1980)
@40. Assembly. Public hearing on A1819 (storm water management), held May 18, 1979. (974.90/F631/1979)
@41. Assembly. P.h. on Rahway State Prison, held Oct. 17, 1979. (974.90/P959/1979p)
@42. Assembly. P.h. on "Energy Conservation through Ridesharing and Van Pooling", held October 25, 1979. (974.90/A939/1979e)
@43. Senate. P.h. on S-3137, New Jersey Transit Corpor_ation, held May 17, 1979. Vol. III. (974.90/T764/1979k) I and II plus cat. sent last year. Will re-do.

STATE.
44. New Jersey Register. Mar. 6, 1980. Vol. 12, no. 3. (Law Library)

TREASURY.
45. Certification of Table of Equalized Valuations-1979; Conformed Copy. (974.901/T16
46. Summary Fiscal Report (N.J.), January 1980. (974.905/T78)

TURNPIKE AUTHORITY.
47. Report...for January 1980. (974.905/T95.1) (Limited)

RUTGERS--THE STATE UNIVERSITY.
48. 1979 Financial Report. (974.901/R94)

CATALOG COPY. (9 titles, 10 cards)
EPHEMERAL ITEMS: Notice of GDANJ Spring meeting; small census 1980 notice.

REL

NM

D. Forms and form letters

G. Mailing lists

I. Procedural guidelines

J. Promotional materials

K. Selection lists and basic lists

M. Studies, surveys and workshops

Draft NM:D8

NEW MEXICO DEPOSITORY LIBRARY EVALUATION FORM

I. GENERAL INFORMATION

1. Library____

Address____

Staff Interviewed______________________Position______________

______________________ ______________

______________________ ______________

______________________ ______________

2. Type of Library

_____City or City/County Library ______Selective Depository

_____Junior College Library ______Full Depository

_____College or University Library

II. DEPOSITORY COLLECTIONS

1. The depository Library maintains the core collection approved by the depository library council. _____all titles ____half of the titles ____none of the titles

2. The Depository Library has acquired and maintains state document publication checklists and reference tools which are:

_____Current ____Retrospective ____governmentally issued ____Commercially produced

3. The depository library has carefully selected items of potential use for this library: ___yes all being offered ___yes most being offered ___yes some being offered

*4. Current selection of the available item numbers on the agency list is :

____100% __75-99% ___50-74% ___25-49% ___15-24% ___10-14% ___9% or less

*5. The Depository Library coordinates selection (formally or informally) with other depositories in the region to insure adequate coverage within the area. ___yes carefully ___yes we are beginning to do so ___no as we select 100% or ne

III. DOCUMENTS LOCATION

1. How is the documents area located?

(a) listed on library directory

III. DOCUMENTS LOCATION CON'T

(b) Indicated on floor plan of library posted in public areas______

(c) Directional signs___

(d) Inquirers to staff___

2. Documents are in (a) Open shelf area_____ (b) Controlled area_____

(c) Closed shelf area___

3. Are documents in a separate department? (a) yes_____(b) no____

4. Documents are integrated into general collection (a) yes (b) no

5. Are documents in a convenient location? (a) yes____ (b) no_____

6. Are any of the depository documents in storage? (a) yes___ (b) no_____

7. How often are storage documents retrieved? ________________________

8. How are storage publications identified?

(a) Item cards are coded or marked_____

(b) Shelf list and/or catalog cards give location________

(c) Publications in storage on a list____

(d) Other (Explain)____

IV. PUBLIC ACCESS AND USE

1. Is a library-issued identity card required for entrance to library?

(a) Yes_____ (b) No ________

2. Library is not open to the public but those persons requesting documents will be served by having documents paged and it must be used in a specified supervised area______

3. The general public is permitted the use of documents as follows:

(a) Library use only______

(b) Regular circulation_____

(c) Circulation by special permission_____

(d) All library services are available to all citizens______

IV. PUBLIC ACCESS AND USE CON'T

4. Do documents generally circulate? (a) Yes_____ (b) No______

5. Are documents available at all times other library services are?

   (a) yes_____ (b) no______

6. Are documents available to all libraries on interlibrary loan?

   (a) Yes_____(b) No_____

7. If documents are photocopied for other libraries is there a charge for this service? (a) Yes______(b) No______ (c) No charge to library within

   cooperative network______

V. PROCESSING, ACQUISITIONS RECORDS, AND BIBLIOGRAPHIC CONTROL SOURCES

1. Parcels are opened and checked with the shipping list
   (a) the day received______
   (b) Within two days after receipt____
   (c) Within five days after receipt_____
   (d) Within two weeks after receipt_____
   (e) Within 30 days of receipt_____

2. Except for parcels received during the past week are there unopened documents parcels in receiving area? (a) Yes____ (b) No____

3. Acquisitions records and/or bibliographic control sources:
   (a) Shipping lists___
   (b) Shelf List_____
   (c) Complete Cataloging_____
   (d) Periodical File____
   (e) Agency File_____
   (f) OCLC_______
   (g) Subject catalog_____
   (h) Title catalog____
   (i) Other_____

4. What classification system is used for documents? (a) NM Docs______

   (b) LC_____(c) Dewey_____(d) None______ (e) Other______

VI. STAFF

1. Personnel involved in documents services:
   (a) Professional librarian______hours per week
   (b) Para-professional______hours per week
   (c) Library technicians______hours per week
   (d) Pages, shelvers, student assistants, etc.______hours per week

VI. STAFF con't

2. Has the staff involved with state documents completed the training sessions provided by the New Mexico State Documents Depository Clearinghouse?
   (a) Yes______(b) No______
3. Does the documents department have a manual or written training guide?
   (a) Yes_____ (b) No____
4. Are other librarians in public services given orientation in depository functions and documents use? (a) Yes______(b) No_____
5. What are the responsibilities of depository staff other than reference and readers assistance?
   (a) Explanation of depository and documents to participants in Library tours______
   (b) Subject orientation for classes and groups_____
   (c) Preparation at regular intervals of lists of new acquisitions_______
   (d) Planning of documents displays______
   (e) Other__________

VII. PUBLICITY AND OUTREACH PROJECTS

1. Newspaper articles_____
2. Radio and/or TV announcements_____
3. AV presentations for library orientations or group use_____
4. Lectures to community groups______
5. Booklists, bibliographies, etc. sent to other libraries in area and interest groups in community._______________
6. Displays in library________
7. Other_______

VIII. STATISTICS

1. What statistics are kept relating to documents and their use?
   (a) Number of documents in library_______ (b) Circulation________
   (c) Reference______(d) Documents used in library______ (e) Interlibrary Loan_____
2. How many depository documents were received in last reporting year (fiscal or calendar)_______________________

IX. INTERLIBRARY COOPERATION

1. The depository library cooperates with the full depositories in building their comprenhensive retrospective collections by offering discards/duplicates/ gifts to them. Yes on a regular basis_____Yes when called upon___ no___ N/A______

IX. INTERLIBRARY COOPERATION

2. The depository library cooperates in reporting new state documents not included in shipping lists to the New Mexico State Documents Depository Clearinghouse:

   ______yes by actively seeking out unlisted publications
   _____yes when such publications are encountered
   _____choose not to do so
   _____no such publications discovered as yet

3. The depository cooperates in the development of tools such as union lists for the identification and location of documents in other libraries.

   _____yes
   _____no projects of this kind are being done
   _____projects exist but we do not cooperate

4. When the depository borrows documents from other libraries it strives to verify bibliographic information as completely as possible.

   _______regularly ______occasionally ______not at all

X. MISCELLANEOUS

1. Are there any areas of the depository program you wish to comment on?

2. Do you have any suggestions for improvement for the Clearinghouse staff?

Inspected by______________________________ Date_______________

NM:D9

NEW MEXICO STATE LIBRARY
BOX 1629 · SANTA FE · NM · 87503 · 505 827 2033 · CLIFFORD E. LANGE · STATE LIBRARIAN

May 14, 1981

Dear Depository Library Council Member:

Enclosed is your copy of the minutes of the annual meeting held during the NMLA conference. If you were unable to attend this meeting or could not send a representative, a copy of each of the forms mentioned in the minutes has been included with your minutes.

PLEASE NOTE THE FOLLOWING ITEMS NEED ACTION BY YOU:

1) Read over the evaluation/inspection form and send suggested changes to me by JULY 15.

2) Within the next month, you will receive two copies of a master item list for New Mexico State Agency Publications. Check off the items you wish to receive and return it to me as soon as possible (keep one completed copy for your files).

3) By July 1, you will receive a copy of the 1980 annual summary of shipping lists. Please review it in light of your own collection needs and make suggestions for retention and/or weeding of items listed. These suggestions should be returned to me by SEPTEMBER 1.

4) By JUNE 1, please send me any changes you or your library might want to make in the representative to the Depository Library Council so a new membership list may be typed up and distributed..

5) Check the core collection list against your collection and make sure you have one copy of each item on the list ASAP. The State Library has one extra copy of some of the items listed and will send them out to requesting libraries on a first come, first served basis. The Depository Library Manual is under revision and should be available by July 1.

I hope this information helps you.

Sincerely,

Sandy Faull

Sandy Faull
Documents Librarian

1/5/81

NM:G4

NEW MEXICO DEPOSITORY LIBRARY COUNCIL MEMBERS 1980-81

Kim Stuart, Head, Technical Services
Thomas Branigan Memorial Library
200 E. Picacho Ave.
Las Cruces, NM 88001

Kurt Adamson (CHAIRMAN)
UNM School of Law Library
1117 Stanford NE
Albuquerque, NM 87131

Dr. Raul Herrera, Director
Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Mary Lou Boddy
Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Laura McGuire
cuments Librarian
den Library
Eastern New Mexico University
Portales, NM 88130

Charley Seavey
Head, Gov't Publications & Maps Dept.
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

Karen Jaggers
Western New Mexico University
Miller Library
Silver City, NM 88061

Richard H. Azar
Arthur Johnson Memorial Library
P.O. Box 1042
Raton, NM 87740

Ms. Drew Harrington, Director
Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

. Ruth Wuori
ovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Michael Miller, Adult Services
Librarian
Mesa Public Library
Los Alamos, NM 87544

Pat Hayes
Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Nancy Langston, Reference Librarian
Roswell Public Library
301 Pennsylvania Ave.
Roswell, NM 88201

Fredrick Wilding-White
Library Director
New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Anne Morgan, Assistant Serials
Librarian
New Mexico State University Library
Box 3475
Las Cruces, NM 88003

Paula Fox
Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

EX-OFFICIO

Sandra K. Faull (SECRETARY)
Documents Librarian
New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

as of October 1, 1980

*Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

*Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

*Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

Golden Library
Eastern New Mexico University
Portales, NM 88130

*Mesa Public Library
1742 Central
Los Alamos, NM 87544

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State University
Box 3475
Las Cruces, NM 88003

New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

*Selective depository Libraries

Arthur Johnson Memorial Library
P.O. Box 1042
Raton, NM 87740

Roswell Public Library
301 North Pennsylvania Ave.
Roswell, NM 88201

Thomas Branigan Memorial Library
200 E. Picacho Ave.
Las Cruces, NM 88001

UNM School of Law Library
1117 Standford NE
Albuquerque, NM 87131

General Library
University of New Mexico
Albuquerque, NM 87131

OUT-OF-STATE DEPOSITORIES

State Documents Collection
Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, IL 60637

Library of Congress
Exchange & Gift Division
Washington D.C. 20540

New Mexico State Library, 1980

NEW MEXICO FEDERAL DOCUMENTS DEPOSITORY LIBRARIES

Medical Center Library
North Campus
University of New Mexico
Albuquerque, NM 87131

School of Law Library
University of New Mexico
1117 Stanford NE
Albuquerque, NM 87131

New Mexico Junior College
Pannell Library and Instructional
Resources Center
Lovington Highway
Hobbs, NM 88240

New Mexico State University Library
Box 3475
Las Cruces, NM 88003

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Golden Library
Eastern New Mexico University
Portales, NM 87701

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State Supreme Court Law Library
233 Don Gaspar
P.O. Drawer L
Santa Fe, NM 87501

REGIONALS

New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

General Library
University of New Mexico
Albuquerque, NM 87131

Regional depository libraries receive everything that is sent out on depository. The other libraries are selective depositories, they choose which catagories of documents they wish to receive.

New Mexico State Library

rec'd
1982 NM:I2

WEEDING POLICY FOR STATE PUBLICATIONS IN NEW MEXICO

The following catagories of publications have been identified by depository librarians in New Mexico as candidates for weeding. Current issues only or current year only in the case of newsletters and regulations need to be kept.

ACQUISITION LISTS

Examples include lists from the School of Law Library and the Medical library Current issue kept.

COLLEGE AND UNIVERSITY PUBLICATIONS

General publications giving specific information of use to that campus only. Examples: campus directory, student directories, class schedules, president's reports, etc. Current issue only

DIRECTORIES

Directories of state personnel such as state telephone directory or Educational Personnel Directory. Current year only.

MONTHLY DEPOSITORY SHIPPING LIST

Can be discarded when annual list comes out.

NEWSLETTERS

Some newsletters giving current information only. Examples P.E.R.A. Newsletter, ADPD Newsletter, SPARKS, Purchasing Newsletter. Keep current year only.

PAMPHLETS

Folding or brief informational items. Generally these are five pages or less and are ephemeral in nature.

POSTERS

Posters are generally considered ephemeral (Note: The New Mexico Libraries Map/poster is considered reference by the State Library!)

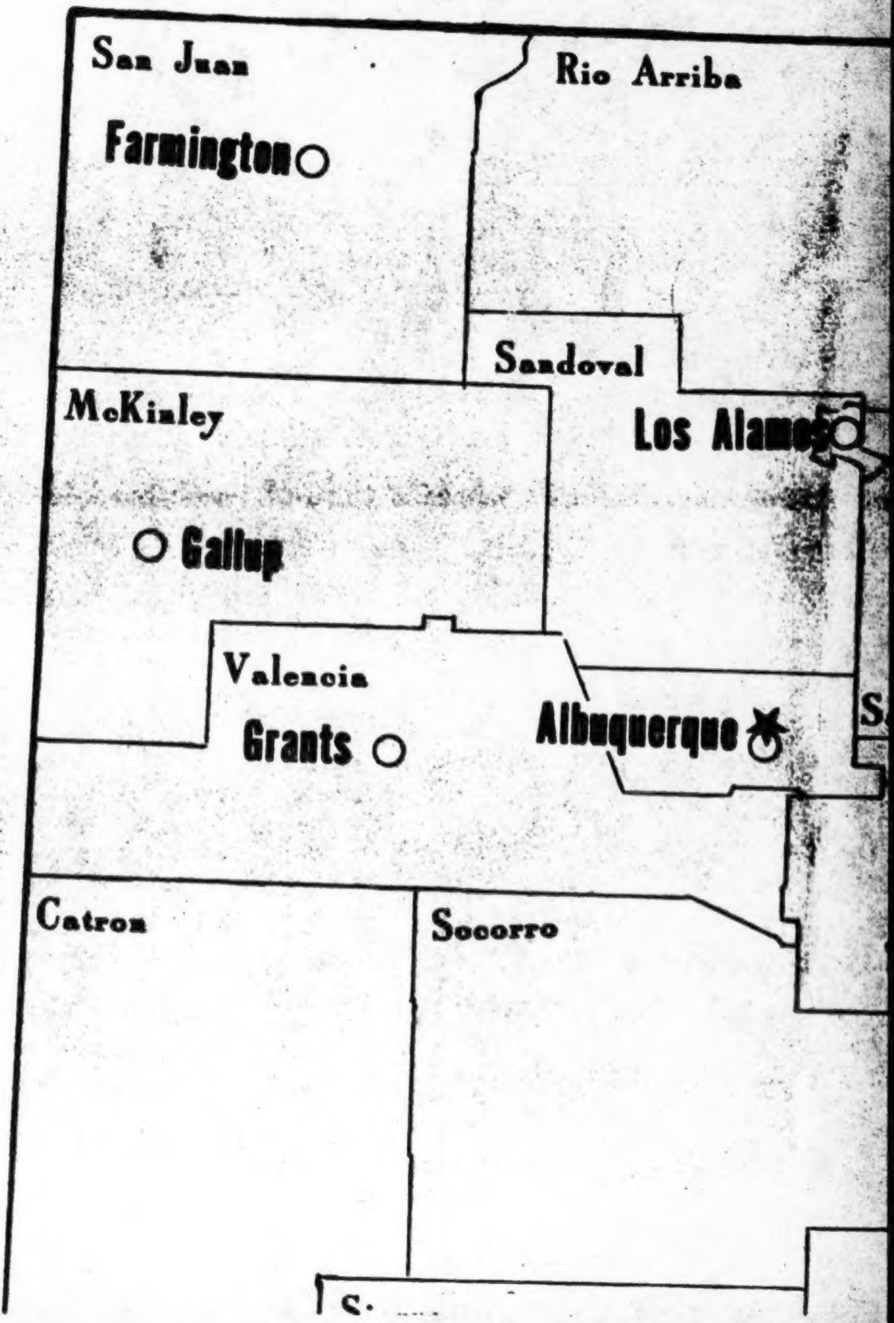
SUPERCEDED REGULATIONS

EXAMPES: Game & Fish edpt. regulations, personnel regulations etc. Keep current regulation

adopted April 1982

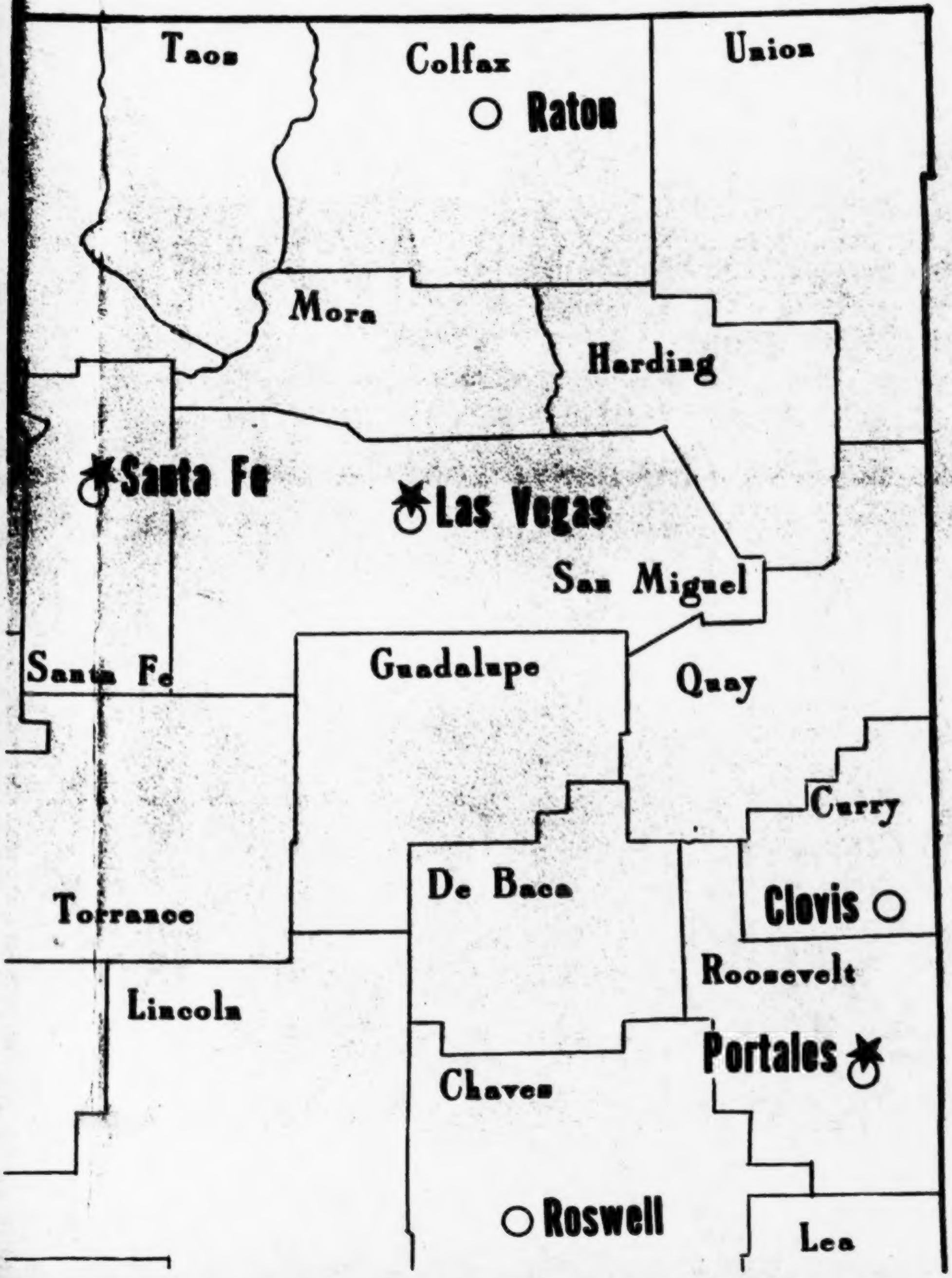
NEW

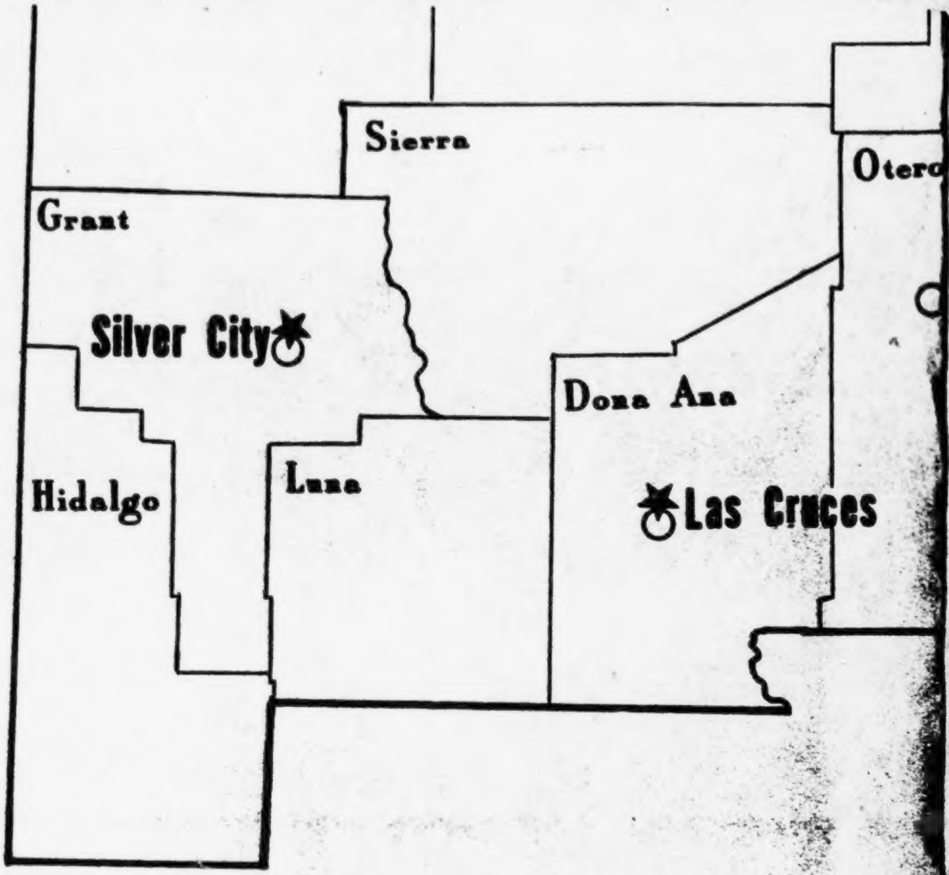
DEPOSITOR


San Juan
Farmington
Rio Arriba
Sandoval
Los Alamos
McKinley
Gallup
Valencia
Grants
Albuquerque
Catron
Socorro

MEXICO

RY LIBRARIES


Taos
Colfax
Raton
Union
Mora
Harding
Santa Fe
Las Vegas
San Miguel
Santa Fe
Guadalupe
Quay
Curry
Torrance
De Baca
Clovis
Roosevelt
Lincoln
Portales
Chaves
Roswell
Lea



FEDERAL DEPOSITORY LIBRARIES

- EASTERN NEW MEXICO UNIVERSITY
- NEW MEXICO HIGHLANDS UNIVERSITY
- NEW MEXICO JUNIOR COLLEGE
- NEW MEXICO STATE LIBRARY
- NEW MEXICO STATE SUPREME COURT LAW
- NEW MEXICO STATE UNIVERSITY
- UNIVERSITY OF NEW MEXICO
  - GENERAL LIBRARY
  - MEDICAL LIBRARY
  - SCHOOL OF LAW
- WESTERN NEW MEXICO UNIVERSITY

STATE DEPOSITORY LIBRARIES

- ALAMOGORDO PUBLIC
- ARTHUR JOHNSON MEMORIAL (RATON)
- CLOVIS-CARVER PUBLIC
- EASTERN NEW MEXICO UNIVERSITY
- FARMINGTON PUBLIC
- GALLUP PUBLIC
- MESA PUBLIC (LOS ALAMOS)
- NEW MEXICO HIGHLANDS UNIVERSITY
- NEW MEXICO JUNIOR COLLEGE
- NEW MEXICO STATE UNIVERSITY
- NEW MEXICO STATE UNIVERSITY-GRANTS
- ROSWELL PUBLIC
- THOMAS BRANIGAN MEMORIAL (LAS CRUCES)
- UNIVERISTY OF NEW MEXICO
  - GENERAL LIBRARY
  - SCHOOL OF LAW LIBRARY
- WESTERN NEW MEXICO UNIVERSITY

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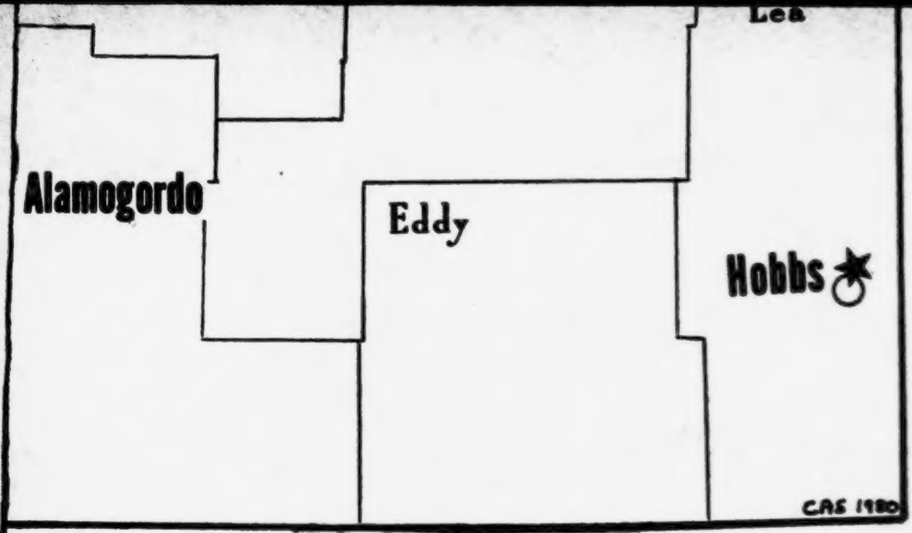

FEDERAL AND STATE DEPOSITORY LIBRARIES

EASTERN NEW MEXICO UNIVERSITY
NEW MEXICO HIGHLANDS UNIVERSITY
NEW MEXICO JUNIOR COLLEGE
NEW MEXICO STATE LIBRARY
NEW MEXICO STATE UNIVERSITY
UNIVERSITY OF NEW MEXICO
  GENERAL LIBRARY
  SCHOOL OF LAW LIBRARY
WESTERN NEW MEXICO UNIVERSITY

★ FEDERAL DEPOSITORIES
○ STATE DEPOSITORIES

NEW MEXICO
STATE LIBRARY. 1981

708

NM:K1

THE UNIVERSITY OF NEW MEXICO

Date: August 28, 1980

To: Depository Council Members

From: Kurt Adamson, Chairman KA

Subject: CORE COLLECTION PROPOSAL

Sometime during this fiscal year, the Depository Council members will be asked to vote for or against a proposed mandatory core document collection for all state depository libraries. A "core collection" list would consist of those items deemed of such siginicant informational content that they should be available to New Mexico citizens through all of the depository collections.

The idea of a core collection was discussed by the Council at its 1980 annual meeting in Roswell. At that time the Council voted to create a committee to draft a proposed core document list before any further decisions were made. The committee, consisting of Sandra Faull, Mike Miller and Kurt Adamson, met subsequently and prepared the attached "Draft of Core Documents Collection for New Mexico State Documents Depository Libraries." The list and the core collection idea will be discussed and voted on at the next meeting of the Council.

Why a core collection requirement at all? If you reflect on the "history" of the depository system you will recall that one of the original key motives for the program was the need to provide a greater distribution of state-produced information to the citizens of New Mexico. It was determined that a depository library system would be the most suitable response to meet this need and eventually a law was passed creating the system.

Initially, all of the libraries in the system were full depositories. In fact, the Depository Library Contract provides that every depository shall agree "to accept and maintain one copy of all publications . . . sent to it through the state depository system" (underlining added). There is no specific provision in the contract for partial depositories. The partial depositories only came about after there were funding problems at the State Library for the program. The funding problems resulted in the State Library's inability to produce catalog cards which became a severe burden on some of the depositories. At a special meeting of the Council in November, 1979, the Council and the State Library agreed to allow libraries to select less than the entire list of state documents offered on depository. This temporarily relieved the burden of cataloging and card production for large numbers of state documents that would otherwise have been received.

But this decision to allow partial depositories has resulted in a number of libraries selecting very few or no items over a lengthy period of time. To continue this kind of extremely limited selection for much longer would seem to be an abuse of the original intent of the program, the broad dissemination of state government documents to the State's citizens. Thus, the idea developed for a core collection.

To avoid the problem of limited document selection and yet continue the partial depository concept, it is now proposed that there be a mandatory list of items which every depository library will receive. The proposed list contains 35 named titles plus publications lists from a few agencies. Considering that these titles are spread over a 12 month period, no library should be too heavily burdened if these are the only documents received. The titles were chosen based on their informational content and the committee members' experience in the amount of use these documents receive from the general public. The list, which is attached, is of course subject to discussion and revision.

Please take some time to consider the core idea. The next Council meeting, tentatively planned for Novenber, will take action, first, on the idea of a mandatory core collection, and second, if the idea is approved, a core collection list. If you have any comments or questions before the meeting please let me know.

DRAFT OF CORE DOCUMENTS COLLECTION FOR NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

June, 1980

1. Board of Educational Finance
    Public Community Colleges and Vocational Schools Factbook. NM D 421.81: P 97/978-79.
2. Commerce and Industry Department
    Directory of Mining and Manufactoring. NM T 501.73: yr. (issued biennially)

    Community Profiles. NM T 501.45: Cutter no./yr

  Construction Industry Division
    New Mexico Uniform Building Code. NM R 717.21: GCB UBC 79-1

    New Mexico Uniform Mechanical Code. NM R 721.21: MB UMC 79-1

    New Mexico Uniform Fire Code. NM R 721.21: GCB UFC 79-1

    New Mexico Solar Energy Code. NM R 721.21: USEC 79-1

    New Mexico Uniform Plumbing Code. NM R 721.21: MB UPC 79-1

    New Mexico Uniform Swimming Pool Code. NM R 721.21: MB USPC 79-1

    Liquefied Petroleum Gases. NM P 321.21: Code LP-1/1

Department of Education

  New Mexico Educational Personnel Directory. NM F 401.71: yr.

  Annual Statistical Report of the Superintendent of Public Instruction. NM F 401.4: yr

Department of Finance and Administration
  Executive Budget. NM D 205.14: yr/vols.

  State Government Telephone Directory. NM D 648.71: yr.

  Directory of State Government. NM C 430.71: S 79/2/yr.

Highway Department
  State Road Map.

Human Services Department
  Income Support Division
    Welfare Assistance in New Mexico. NM H 101.62: I 37/79-29.

Legislative Council Service
  Roster of Senate and House members to state legislature. annual

  List of Committee members for House and Senate Legislative committees. annual

Legislative Finance Committee
    Budget Analyses of Selected State Agencies. NM A 501.5: yr.

Natural Resources Dept.
  Water Resources Division.
    Annual report of the State Engineer. NM X 901.1: yr.

New Mexico State Library
    Depository Library Manual and updates. NM F 841.65: D 42.

    State Documents Shelflist on microfiche. NM F 841.71: S 79

    State Documents Subject Card Catalog on microfiche. NM F 841.71: S 79/2.

    Library Statistics. NM F 841.12: L 69/yr.

    New Mexico Selected List for Federal and State Publications. NM F 841.93: vol/no.

Secretary of State
    Laws of New Mexico. NM C 801.31: yr/vol. annual.

    New Mexico Blue Book. NM C 801.71: yr.

    Constitution of the State of NM. NM C 801.31: yr.

    Roster of State of New Mexico Elected State, Legislative, District and County Officials. NM C 801.75: yr.

New Mexico Solar Energy Institute
    New Mexico Solar Business Directory. NM F 204.41: 0-0-2/yr

Taxation and Revenue Department
  Property Tax Division
    County Assessor's Agricultural Manual. NM D 851.61: A 27.

    County Assessor's Residential Manual. NM D 851.61: R 43.
    County Assessor's Commercial Manual. NM D 851.61:C73
  Revenue Division
    A Checklist of NM State and local taxes, permits and liciences. NM D 801.73: C 51/yr.

The following agencies issue publications lists and each depository should receive these lists:

Bureau of Business and Economic Research, University of New Mexico
Cooperative Extension Service, New Mexico State University, Las Cruces
New Mexico Bureau of Mines and Mineral Resources, Socorro
State Engineer Office
State Planning Office
Publications Management Division, New Mexico Records Center and Archives

The following publications are for sale. Altho not depository items, they are major reference tools dealing with New Mexico and all depository libraries are encouraged to add these titles to their collections if not already owned.

Technical Application Center
University of New Mexico
Atlas of New Mexico. 1980 $ 6.00

Bureau of Business and Economic Research
University of New Mexico
New Mexico Statistical Abstracts, 1979-80. $ 10.00

J.R. Spencer, 2921 Axtell St., Clovis, NM 88101
New Mexico Digest. (annual) $ 3.00
Similar to the New Mexico Blue Book except it is published every year. Can help you keep current with officials, events and general information on New Mexico.

REQUIRED CORE DOCUMENTS COLLECTION FOR NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

adopted May 1981

Board of Educational Finance
  Public Community Colleges and Vocational Schools Factbook. NM D 421.81: P 97/978-79

Commerce and Industry Department
  Directory of Mining and Manufacturing. NM T 501.73: yr. (issued biennially)

  Community Profiles. NM T 501.45: cutter no/yr.

 Construction Industry Division
  New Mexico Uniform Building Code. NM R 717.21: GCB UBC 79-1

  New Mexico Uniform Mechanical Code. NM R 721.21: MB UMC 79-1

  New Mexico Uniform Fire Code. NM R 721.21: GCB UFC 79-1

  New Mexico Solar Energy Code. NM R 721.21: USEC 79-1

  New Mexico Uniform Plumbing Code. NM R 721.21: MB UPC 79-1

  New Mexico Uniform Swimming Pool Code. NM R 721.21: MB USPC 79-1

  Liquefied Petroleum Gases. NM P 321.21: Code LP-1/1.

Department of Education
  New Mexico Educational Personnel Director. NM F 401.71: yr.

  Annual Statistical Report of the Superintendent of Public Instruction. NM F 401.4: yr.

Department of Fiance and Administration.
  Executive Budget. NM D 205.14: yr/vols.

  State Government Telephone Directory. NM D 648.71: yr.

  Directory of State Government. NM C 430.71: S 79/2/yr.

Highway Department
  State Road Map. NM Z 100.58: R 62/yr.

Human Services Department
 Income Support Division
  Welfare Assistance in New Mexico. NM H 101.62: I 37/79-29.

Legislative Council Service
  Roster of Senate and House Members to state legislature. annual

  List of Committee members for House and Senate Legislative Committees. annual

- Legislative Finance Committee
  - Budget Analyses of Selected State Agencies. NM A 501.5: yr.
- Natural Resources Department
  - Water Resources Division
    - Annual report of the State Engineer. NM X 901.1: yr.
- New Mexico State Library
  - Depository Library Manual and updates. NM F 841.65: D 42.
  - State Documents Shelflist on microfiche. NM F 841.71: S 79.
  - State Documents Subject Card Catalog on microfiche. NM F 841.71: S 79/2
  - Library Statistics. NM F 841.12: L 69/yr.
  - New Mexico Selected List for Federal and State Publications. NM F 841.93: vol/no.
- Secretary of State
  - Laws of New Mexico. NM C 801.31: yr/vol. annual.
  - New Mexico Blue Book. NM C 801.71: yr.
  - Constitution of the State of New Mexico. NM C 801.31: yr.
  - Roster of State of New Mexico Elected State, Legislative, District and County Officials. NM C 801.75: yr.
- New Mexico Solar Energy Institute
  - New Mexico Solar Business Directory. NM F 204.41: 0-0-2/yr.
- Taxation and Revenue Department
  - Property Tax Division
    - County Assessor's Agricultural Manual. NM D 851.61: A 27
    - County Assessor's Commercial Manual. NM D 851.61: C 73
    - County Assessor's Residential Manual. NM D 851.61: R 43.
  - Revenue Division
    - A Checklist of NM State and local Taxes, Permits and Liciences. NM D 801.73: C 51/y

The following agencies issue publication lists and each depository should receive these lists:

- Bureau of Business and Economic Research, University of New Mexico
- Cooperative Extension Service, New Mexico State University, Las Cruces.
- New Mexico Bureau of Mines and Mineral Resources, Socorro
- State Engineer's Office
- State Planning Office
- Publications Management Division, New Mexico Records Center and Archives

The following publications are for sale. Altho not depository items, they are major reference tools dealing with New Mexico and all depository libraries are encouraged to add these titles to their collections if not already owned.

Technical Application Center
University of New Mexico
    New Mexico in Maps. 1980. $ 10.00

Bureau of Business and Economic Research
University of New Mexico
    New Mexico Statistical Abstracts, 1979-80. $ 10.00

J.R. Spencer, 2921 Axtell St., Clovis, NM 88101
    New Mexico Digest. (annual) $ 3 .00
    Similar to the New Mexico Blue Book except it is published every year. Can help you keep current with officials, events and general information on New Mexico.

NM:M7

NEW MEXICO STATE LIBRARY
BOX 1629 · SANTA FE · NM · 87503 · 505 827 2033 · CLIFFORD E. LANGE · STATE LIBRARIAN

September 8, 1980

Dear State Documents Librarian:

Enclosed you will find a new reference workshop for state documents. The sealed envelope contains the answer sheet to the questions provided.

Several libraries have added new personnel during the past year. These staff members need to do the first exercise provided in April 1979 as well as the new exercise. The libraries which have notified me of new staff for state documents are: UNM; Thomas Branigan Memorial Library and NMSU-Grants. I have included the April 1979 bibliography and questions in the packet for those libraries. Please return the answer sheets (corrected) for both exercises as well as the way the staff members want their names to appear on the certificates which show they have completed basic training in state documents.

I will gladly issue advanced training certificates to anyone who has already completed the basic training in April or May of 1979, if you would like one. Just mail the completed answer sheets (corrected) to me and tell me how you want your name to appear on the certificate.

You are on your honor not to cheat!

Sincerely,

Sandy Faull

Sandy Faull
Documents Librarian

enc. (3)

NM:M7-1

NEW MEXICO STATE DOCUMENTS REFERENCE MATERIAL SENT TO DEPOSITORY LIBRARIES, LIST NO. 2

The state documents listed below have been sent out over the past year and a half as depository items. This is just a sampling of the many valuable titles which have been distributed to state documents depository libraries. The purpose of the list and the questions that follow are to encourage the use of state documents in reference use by librarians in New Mexico. Other lists will be issued to continue the training of librarians in the use of state documents by the New Mexico State Library as time permits.

Sandra K. Faull
Documents Librarian
New Mexico State Library

September, 1980

1. DIRECTORY OF NEW MEXICO STATE GOVERNMENT, 1979.
State Planning Division. 1979. NM Class No. C 430.71: S79/2/979.
This is the first Directory issued since reorganization of state government went into effect in April, 1978. As in previous Directories, all statutory or constitutional agencies, departments and divisions; state hospitals and institutions; universitites and colleges; funded agencies created by executive order; agencies of the judicial branch; and permament legislative committees are included. Advisory commissions or boards created by the Constitution, statute or executive order have been ommitted. The main part of the Directory is in straight alphabetical order by agency, department or division with the divisions followed by the departmental abbreviation. The Appendix lists all of the cabinet departments with their divisions and bureaus.

2. PUBLIC COMMUNITY COLLEGES AND VOCATIONAL SCHOOLS FACTBOOK, 1978-79.
Commission on Postsecondary Education. 1979. NM Class No D 421.81: P 97/978-79
The factbook is intended to provide answers to the most frequently asked questions. The information has been divided into six catagories: general information, institutions, students, programs, financial aid, and facilities. Fourteen institutions are included in this publication. Can be helpful to students looking for alternatives to four year institutions of higher learning in New Mexico.

3. NEW MEXICO EDUCATIONAL PERSONNEL DIRECTORY, 1978-79.
State Department of Education. 1979. NM Class No. F 401.71: 978-79.
Lists unit name and address, administrator and phone number for state department of education and all educational bodies in the state. Not only the public school system and the state universities are listed but also private and church related educational institutions are included. Also has the names and addresses of the Council of chief state school officers.

4. HOW NEW MEXICO STACKS UP IN EDUCATION, 1978.
New Mexico Department of Education. NM Class No. F 401.81: H 84/978
This is a biannual report whose purpose is to provide brief information about the status of New Mexico's schools. In the majority of cases, New Mexico is compared to nine other states in the Rocky Mountain and Southwestern

Regions. Other charts provide an in-depth look at various segments of New Mexico's own educational situtation. Lots of statistics, charts and graphs.

5. NEW MEXICO SCHOOL DISTRICT PROFILE, 1977-78.
New Mexico Department of Education. 1979. NM Class No. F 401.81: S 37/2/977-78
The 1978 profile is comprised of graphs reporting a variety of factors for each of the 88 school districts in the state. Each graft shows a horizonal bar representing the state-wide average for each variable in comparison to a second bar representing the district average. The tables which follow the last of the graphs provide the numerical values of each factor shown graphically. The material is arranged alphabetically by school district.

6. A STUDY GUIDE TO NEW MEXICO HISTORY.
Museum of New Mexico. NM Class No F 701.81: N 53.
In this book you will find firsthand accounts focusing on the temperament, personality, and motives of those who helped develop Nuevo Mexico throughout its long history. Essays written by the author serve to tie together better the firsthand accounts. Photos and maps included.

7. NEW MEXICO STATE LIBRARY'S STATE DOCUMENTS CATALOG: SHELFLIST.
New Mexico State Library. 1980 12 microfiche. NM Class No F 841.71: S 79.
A complete record of the New Mexico State Documents shelflist as of January 4, 1980. A good retrospective listing of state documents, it can also be used to help catalog older state documents received as gifts or to verify interlibrary loan requests. The New Mexico State Documents Classification System (NM F 841.71: C 61) should be used to locate agency class numbers. This document will make the use of the microfiche easier. This was sent to all depository libraries after their depository library contract was received.

8. NEW MEXICO STATE LIBRARY'S STATE DOCUMENTS CATALOG: SUBJECT CARD CATALOG.
New Mexico State Library. 1980. 24 microfiche. NM Class No. F 841.71: S 79/2
The complete file of the New Mexico State Documents subject card catalog as of January 4, 1980. Can be helpful in locating older state documents by subject. Can be used to verify interlibrary loan requests.

9. HANDBOOK OF STATE ASSISTANCE TO INDIAN RESERVATIONS IN NEW MEXICO.
New Mexico Office of Indian Affairs. 1978. NM Class No. F 861.81: S 79/978/
The second edition of Handbook of State Assistance to Indian Reservations provides the State Government-administrative services available to or especially for Indians in New Mexico. The material is organized alphabetically along the lines of reorganization: Department, Division, Bureau and section in decreasing size.

10. NEW MEXICO SELECTED HEALTH STATISTICS, 1977.
Health and Enironment Department. NM Class No. H 204.1: H 43/977.
This report on New Mexico Health Statistics gives an overview of selected vital and health statistics for Calendar Year 1977. To portray the patterns of temporal change, data from earlier years have also been included. The following catagories are examples of the statistics included in this report: population, income, marriages/divorces, abortions, natality, mortality, communicable diseases and special features on immunization levels and cancer incidence.

11. NEW MEXICO CRIME REPORTS, 1979
New Mexico State Police. 1980. NM Class No. P 101.1: C 92/979.
The purpose of this report is to supply local community agencies, institutions, and organizations with a source of crime statistics which they can use to assist in management decisions and implementing planning strategies to deter, reduce and prevent crime. It provides a definition of terms used, the limitation of the statistics as well as state figures on criminal homicide, rape, robbery, aggrevated assult and much more.

12. NEW MEXICO VEHICULAR ACCIDENT SUMMARY, 1979.
New Mexico State Police. 1980. NM Class No. P 101.81: V 42/979
This booklet is a compilation of statistics on accidents to be used as as a tool to assit agencies with their studies to improve the traffic accident situation. It is also an information booklet to acquint other agencies and individuals with the type and amount of information available on traffic accidents. It is full of charts and graphs.

13. OFFICIAL LIST, PHYSICANS AND SURGEONS, 1980.
New Mexico Board of Medical Examiners. 1980. NM Class No. R 425.71: 980
Lists name and address of physicians and surgeons in New Mexico, first alphabetically by name of physician, then alphabetically by town in New Mexico.

13. NEW MEXICO LABOR MARKET REVIEW.
Employment Security Department. monthly serial. NM Class No V 101.91: vol-no.
A Valuable periodical which provides a current picture of employment and unemployment in the state. It also provides a round-up of economic activity in many areas of the state such as Gallup, Clovis/Porales and many more.

15. SIXTY-SIXTH ANNUAL REPORT, BUREAU OF MINE INSPECTIONS.
Energy and Minerals Department. 1978. NM Class No. X 741.1: 978.
A valuable source of statistics for production of metal, coal, sand, gravel, clay, and caliche and many other minerals in New Mexico. Includes employees in the various mines, types of mines, accident statistics and improvements and new equipment. It also has several directories of mines, mills and smelters.

NM:M7-2

QUESTIONS TO STATE DOCUMENTS REFERENCE TOOLS LIST NO. 2

Pull the documents included in List No. 2 and examine them before answering the following questions. The answer sheet has been put in a sealed envelope for you to check once you are finished answering the questions. List the name of the publication you would use to answer the questions. Use only the publications listed in the annotated biblography List No. 2.

1. I am new to Portales and would like the names of the doctors in town. Can you help me? ____________________
2. What was the unemployment rate in New Mexico last Month? ________ ____________________
3. Who is the director of the State Police Academy and what is his address? ____________________
4. I need information on the vocational schools in New Mexico. ________ ____________________
5. How many employees work for the National Potash Company Mill in Lea County? ____________________
6. How many licensed drivers are in New Mexico? ________ ____________________
7. I'm interested in a teaching job in Clayton. Do you have the address for their school system? ____________________
8. What is the financial support per public for Espanola public schools? ________ ____________________
9. What is the attrition rate of high school students over the past ten years in New Mexico public schools? ________ ____________________
10. I need information on the New Mexico territorial uprising of 1847. ________ ____________________
11. How many teenagers committed sucide in New Mexico? ________ ____________________
12. Who is responsible for county-wide fire planning in New Mexico? ________ ____________________
13. I would like to find out information on the number of plague cases in our state for the past several years. ____________________
14. What percent of stolen jewelry in our state was recovered last year? ________ ____________________
15. I need to locate a document which was a report of a symposium on Rare and endangered wildlife of the Southwestern U.S. It was held in either 1972 or 3. I think the

15 con't state Game and Fish department was the sponsor. ______

16. How many murders were committed in Albuquerque last year? ______

17. I am trying to locate a physician who is a friend of mine by the name of Rebecca Reyes. She lives in New Mexico. Can you help me locate her address? ______

18. Do you have the address for NEA-New Mexico? What about New Mexico Activities Association? ______

19. How much cooper was mined in the state? ______

20. What are the functions of the state office of Military Affairs? ______

21. Where could I find a summary of current economic activity for the Hobbs/Lovington area? ______

22. What percent of New Mexico traffic deaths were the result of speeding? ______

23. What kind of information is available in state documents on mental health? ______

24. How many students graduated with an Associate degree in Water Utilities from Dona Ana Community College in 1978-79? ______

25. How many students graduated from high school in Santa Rosa? What percent are planning to go to college? ______

26. We just received as a gift, a state publication called, A Guide for the Development of Education for the Gifted, talented and creative student put out by the Special Education Division of New Mexico State Dept. of Education, revised in May, 1977. Can you locate cataloging information and the NM Class number for this document? ______

27. Do you have a map showing the NM Pueblo linguistic groups? ______

28. Where does New Mexico rank in regar to state government support for public elementary and secondary schools? ______

29. What kind of help does the state provide unemployed Indians? ______

ANSWER SHEET TO QUESTIONS FOR STATE REFERENCE MATERIAL, List No. 2

1. Official List of Physicans and Surgeons, 1980
2. New Mexico Labor Market Review
3. Directory of New Mexico State Government, 1979. (correct name is Law Enforcement Academy)
4. Public Community College and Vocational Schools Factbook.
5. Annual Report Bureau of Mine Inspection
6. NM Vehicular Accident Summary
7. New Mexico Educational Personnel Directory
8. New Mexico District Profile
9. How New Mexico Stacks Up in Education
10. Study Guide to New Mexico History
11. New Mexico Selected Health Statistics
12. Handbook of State Assistance to Indian Reservations in New Mexico
13. New Mexico Selected Health Statistics
14. New Mexico Crime Reports
15. NM State Library Shelflist or Subject card catalog
16. NM Crime Reports
17. List of Physicans and Surgeons
18. NM Educational Personnel Directory
19. NM Bureau of Mine Inspection annual report
20. Directory of NM State Government
21. NM Labor Market Review

22 NM Vehicular Accident Summary

23 NM State Library Subject card catalog

24 Public Community College and Vocational Schools factbook

25. NM School District Profile

26 NM State Library Shelflist

ANSWER SHEET TO QUESTIONS FOR STATE REFERENCE MATERIALS, LIST no. 2 con't
page 2

27. Study Guide to NM History

28. How NM Stacks Up in Education

29. Handbook of State Assistance to Indian Reservations in New Mexico

NM:N8

ANNUAL REPORT OF GOVERNMENT DOCUMENTS DEPARTMENT

July 1, 1979 - June 30, 1980

Sandra K. Faull
Documents Librarian
New Mexico State Library
Santa Fe, New Mexico 87503

September 1980

HIGHLIGHTS

Another busy year has passed for the government documents department of the New Mexico State Library. In September 1979, the federal regional depository collection was inspected by the Government Printing Office and we received an overall excellent rating. Special mention was made of the training and outreach for the depository librarians throughout the state which is provided by our department.

The State Documents Depository Library Council adopted by-laws and created a committee to investigate the idea of a core collection for depository libraries. The Council also agreed to let some libraries be selective in receiving titles sent on depository status.

The Federal Documents library technician eliminated the three-week backlog of material that existed last summer and started shifting the collection to provide growth space.

The increase in the number of titles included in the state documents depository program was 420 titles, or 32% from last year.

The Documents Librarian won the CIS/ALA/GODORT "Documents to the People" award for 1980.

Training and Outreach were continued by the State Library through workshops, and other publications. A list of publications produced and workshops given can be found elsewhere in this report.

The Documents Librarian served as a consultant for the government documents collection of Donnelly Library, New Mexico Highlands University in the fall of 1979.

ACQUISITIONS AND GROWTH OF COLLECTIONS

The documents department handles the largest collection of materials in the State Library. Both the federal and state collections grew this past year, although the state collection growth was slower than the year before. The statistics listed below and on the next page reflect this growth.

Federal Documents Collection

Total documents processed for the Fiscal Year 1979-80	39,119
Total federal documents collection size, June 30, 1980	515,803

An increase of 11,147 documents came in this past year over the year before which is a 39% increase in the rate of growth.

Acquisitions and growth of Collection con't

State Documents Collection

Total Documents processed for Fiscal Year 1979-80[1] items 3833 titles 1289

Total state documents collection size, June 30, 1980 49,294

TOTAL DOCUMENTS IN NEW MEXICO STATE LIBRARY 565,097

State Documents Depository Clearinghouse

The clearinghouse function of distributing documents experienced its first full year of operation. 621 titles were sent out during the year for a total of 11,183 items. The 621 titles represent 48% of the titles deposited with the State Records Center. This figure can be misleading because each proclamation is counted as one title and the proclamations are not sent to the depository libraries. The number of titles sent out to depository libraries increased 32% over the January-June 1979 period.

USE STATISTICS

The documents collections at the State Library make a major contribution to the services provided by this library. These collections have a significant impact on interlibrary loan, circulation and reference use as statistics provided below show.

Interlibrary Loan

The State Library is the clearinghouse for interlibrary loan requests in New Mexico. During 1979-80, 304 requests were filled by our library or located in other institutions in the state. This is an 85% completion record for government documents requests.

Circulation

The total circulation of all materials for fiscal year 1979-80 was 17,159. Of this total, 2,031 or 11% were documents, which is an increase in circulation of documents of 3% over 1978-79. This material was actually checked out of the library. It does not include in-house use.

Total state documents in circulation July '79-June '80 563 3% of total

Total federal documents in circulation July '79-June '80 1,468 8% of total

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[1] Since the state receives multiple copies of most state documents, a distinction must be made between items and titles.

Reference

The staffing of the reference desk changed during the year and different methods of statistics collection were used at different times of the year. Because of these variations, a total count for documents use is not possible.

The documents collection did play an important role for state agencies as a result of the state penitentiary riot in February, 1980. The retrospective information on Attica found in Congressional hearings as well as current LEAA standards for various aspects of prison life have been in great demand ever since.

The preparation of a state Emergency Manual was also helped by the use of the federal documents collection. These are just two examples of the research uses of our federal and state documents collection over the past year. There are many others.

WORKSHOPS

The State Library plays an important role in the professional development of librarians in New Mexico. The documents department over the past year has sponsored or helped set up the following workshops to help meet the needs of librarians and other professionals in New Mexico:

Capital City Business and Professional Women's Club, August 28, 1979, Santa Fe. "Useful information found in state and federal publications."

American Indian Library Cultural Center Project Workshop, September 11, 1979, Santa Fe. State and Federal Documents Depository Library System, how to use it, how to locate useful information in state and federal publications.

"How to Acquire Federal Government Publications," NMLA/Documents Round Table workshop, September 28, 1979, Albuquerque, NM. Featured speaker from the U.S. Government Printing Office. (Documents Librarian, New Mexico State Library, was program chair)

"Title 44: To Be or Not to Be," NMLA Conference, Documents Round Table program, April 17, 1980, Roswell, NM. Francis Buckley, ALA/GODORT chairperson, speaker. (Documents Librarian, New Mexico State Library, program chair)

PUBLICATIONS

Realizing the need to improve the awareness of government documents among librarians and the general public in New Mexico, several bibliographies and serials were developed or continued by the documents staff over the past year. These publications are listed below:

Faull, Sandra K. List of Publications sent to New Mexico State Depository Libraries from January 1979 to January 1980. New Mexico State Library, March 1980. 26 pages.

__________ Select Bibliography on Indians in the Federal Documents Collection of the New Mexico State Library. New Mexico State Library, September 1979. 22 pages. Out of print.

PUBLICATIONS CON'T

________ Select Bibliography on Indians in New Mexico State Documents Collection of the New Mexico State Library. New Mexico State Library, September 1979. 7 pages. Out of print.

________ Consultant's Report on the Government Documents Collection, Donnelly Library, New Mexico Highlands University. December 1979. (unpublished, internal use only)

Serial

New Mexico Selected List of Federal and State Publications. 1979 - bimonthly.

New Mexico Documents Express. 1979 - irregular. This publication was expanded to include a special section on display ideas with the September, 1979 issue.

A sidelight of the documents publication program is the great interest shown by librarians around the country for these publications. A running count of requests by title was kept during the past year and a total of 175 requests for one or more publications was received. Some people heard about the New Mexico State Library publications from Documents to the People or Checklist of State Publications put out by the Library of Congress. Others learned by word of mouth. Librarians as far away as London, England, and several librarians from Canada wrote for some of this material.

All publications relating to state documents have been deposited with ALA/GODORT's "Documents on Documents" Collection. This collection is available on interlibrary loan for examination and photocopy. Write to Grace Moore, Recorder of Documents, Louisiana State Library, P.O. Box 131, Baton Rouge, LA 70821, to interlibrary loan this collection. The only exception is the State Documents shelflist and subject card catalog available on microfiche. This is not in the Documents on Documents Collection. It is for sale for $82.00 from Don Morton, Branch Manager, Southwest Microfilm Division, 2808 Richmond Dr. NE, Albuquerque, NM 87107.

PERSONNEL

The documents personnel stayed the same for 1979-80. The part-time documents shelver was shifted from the circulation department to the documents department for supervision. This position was held by several people over the course of the year. The other personnel are:

Head, Documents Department, Sandra K. Faull
Federal Documents Library Technician, Eulalio Griego
State Documents, Library Technician, Tina Rivera

HOPES FOR THE FUTURE

The thousand dollars in "Documents to the People" award money was given to the State Library for producing one or more documents workshops. Tentative plans call for a workshop on evaluating documents collections in academic libraries in May or June, 1981.

The State Library has joined OCLC and hopes to start cataloging state documents into the data base during the coming year. Once this occurs, OCLC numbers will appear on the monthly shipping list.

A workshop for school librarians in Albuquerque has also been scheduled for the coming year and training workshops to be conducted by mail are being prepared for the state documents depository libraries staff.

A map of New Mexico showing federal and state depository libraries is being prepared by Charley Seavey, Head of the Government Publications and Map Department at the University of New Mexico at our request. Once the camera ready copy has been received, the State Library will add the text and pay for the reproduction of this map for all the libraries in New Mexico, funds permitting.

Also during the next year, the State Library will become the State Data Center for census materials. The documents department will play an active role in the development of the center and will assume responsibility for the printed reports and the Affiliate program.

NM:M9

ANNUAL MEETING OF THE NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARY COUNCIL

May 1, 1981, 8:00-9:30am, Albuquerque, New Mexico

The following people attended this meeting:

Sharon Zremann-NMSU-Grants
Mary Boddy, NMJC
Marvis Walkup, Clovis-Carver Public
Drew Harrington, Farmington Public
Kurt Adamson, UNM Law, CHAIRMAN
Teresa Marquez, UNM General
Laura McGuire, ENMU
Karen Jaggers-WNMU
Bonnie Wetzel-NMSU
Mary Pettit, Mesa Public
Nancy Langston, Roswell Public
Charley Seavey, UNM General
Peggy Tozer, ENMU
Sandy Faull, NM State Library, SECRETARY

The meeting was called to order by Kurt Adamson, chair. The minutes of the last meeting were read and approved. The draft list of a core collection was distributed. The purpose of the collection is to insure basic reference information on New Mexico is available at all state depository libraries. Mary Boddy moved and Charley Seavey seconded a motion to adopt the core collection list. It passed by unanimous vote. Kurt Adamson pointed out that it would be in effect for the 1981-82 year. It can be amended next year to add or subtract titles from the list.

The concept of a weeding policy for state documents depositories is needed but the members present did not feel able to establish one without some investigation. Kurt Adamson suggested that the 1980 annual summary of shipping lists be used to evaluate each collection. Each library would use this list to suggest items which could be weeded after 6 months or a year. Each library should send its suggestions to Sandy Faull at the State Library. A committee consisting of Sandy Faull, Ruth Wuori, Clovis-Carver Public Library and Laura McGuire, Eastern New Mexico University, will review all the suggestions for weeding and try and develop guidelines in this area. Sandy Faull mentioned that the 1980 annual summary of shipping lists was not out yet but was in preparation. The members of the Council agreed to wait until this publication was available before proceeding with this project.

Sandy Faull distributed a proposal to establish item numbers for each agency and division in state government. Each depository library would chose the agencies from which they wished to receive publications and return the master list to the state library. This proposal is an attempt to eliminate extra copies of publications which get thrown out after being offered on the gift and exchange list. Teresa Marquez moved and Karen Jaggers seconded the motion to adopt the item number selection proposal. It was passed by unanimous vote. Sandy Faull said the list of item numbers is being prepared and will be mailed out as soon as possible. The new program will be implemented some time in the fall.

The next item for discussion was a proposed evaluation/inspection form distributed to members present. Comments for changes and improvements should be sent by July 15 to Sandy Faull at the State Library. A revised draft will be prepared on the basis of comments received. This will be distributed by mail and a mail ballot for adoption of the revised form will be conducted in the late summer, early fall.

The State Library now has an OCLC terminal and a professional cataloger. However, the interlibrary loan use is so heavy that it is not possible to provide original cataloging for state documents at this time. Every effort is being made by the State Library administration to obtain a second OCLC terminal. The cataloging of state documents will have a high priority in the scheduling of the second terminal. It is not possible to give a start up date at this time.

The master copy of a poster which shows the state and federal depository libraries in our state has been prepared by Charley Seavey. The State Library has prepared the list of libraries which will appear at the bottom of the poster. Some mistakes on this list are being corrected. The State Library will get copies printed for libraries in the state as soon as the corrections are made.

Sharon Zremann asked for a workshop on cataloging state documents. Nancy Langston also had several questions on cataloging state documents as well.

Kurt Adamson announced that he was taking a job in Boston and also had served the by-laws limit of two terms. Nominations for new officers were requested. Mary Boddy, NMJC, volunteered to serve as Chair and Karen Jaggers of WNMU volunteered to serve as Secretary for the 1981-82 year. These nominations were approved by acclamation

Laura McGuire moved and Charley Seavey seconded the motion to adjourn. It passed unanimously.

Respectfully submitted,

Sandra K. Faull

Sandra K. Faull
Secretary

NM:M10

NEW MEXICO LIBRARY ASSOCIATION DOCUMENTS ROUNDTABLE

FALL MEETING

"INFORMATION SOURCES FOR THE ENVIORNMENTAL SCIENCES"

FRIDAY, October 3, 1980

Zimmerman Library
University of New Mexico
Albuquerque

9:00-9:30 Coffee and Registration, Courtyard and room 127G, Zimmerman Library.

9:30-10:30 AM "Federal Enviornmental Information Sources" Mary Larsgaard, Lakes Library, Colorado School of Mines, Golden, CO.

10:30-11:30 AM "Mineral Resource and Geologic Information Sources of the New Mexico Bureau of Mines and Mineral Resources" Robert W. Eveleth and Robert M. North, Bureau of Mines, Soccorro, NM

11:30-1:00 PM Lunch. A list of nearby restauraunts will be provided at registration.

1.00-1:45 PM Report from the meeting of the Depository Library Council to the Public Printer, and the pre-conference meeting of the regional libraries held in Alexandria, VA September 28-October 1, 1980. Charley Seavey, Head, GPMD, Zimmerman Library.

1:45-2.00 PM Meeting of the NMLA Documents Roundtable.

In order to simplify things this year we're going to ask that registration be paid at the door, rather than mailing it in. On the other hand w've got to know how much coffee and assorted goodies to get, so if you are planning on attending please fill in the form below and mail it to Charley Seavey, GPMD,General Library, University of New Mexico, Albuquerque, NM 87131. Registration, like everything else, has been affected by inflation, so it's going to be $10 this year. On the other hand it's going to be a great program about material of enormous interest in this energy and enviornmentally concious age. Also the Albuquerque Balloon Festival starts the next day, and if you haven't seen 200 balloons take off at once, you're in for a treat.

Parking this year isn't any better than it was last year. Free parking with shuttle bus service is available north of Lomas, on Yale. There are 4 hour meters in the lot south of the Johnson Gym, but get there early. If you have special problems, please call 277-5441 and let us know.

Yes, I am going to attend this information extravaganza! Please find me a chair and reserve a few inches of the coffee pot for my use.

Name ____________________

Institution ____________________

Comments ____________________

NC

D. Forms and form letters
F. Legislation and legal materials
G. Mailing lists
M. Studies, surveys and workshops

12/5/84

NC:D

SLD ISS DS 0107

Department of Cultural Resources
Division of State Library
Information Services Section/Documents Branch

TELEPHONE INFORMATION REQUEST

Date: ______________________ Subject: ______________________

Name & Address of Caller: ______________________

____

____

Telephone Number: ______________________

Title:

Year Published:

Publishing Agency:

Request Taken By: ______________________

Answered By: ______________________

ANSWER:

12/5/80

NC:D1

INVOICE

Department of Cultural Resources
Division of State Library
Documents Branch
109 East Jones Street
Raleigh, N. C. 27611

To ______________________________ Date ______________

ATTN:

Description Amount

TOTAL

Make all checks payable to Department of Cultural Resources.

Two copies of invoice are enclosed. Please return one copy with payment to the above address.

Monthly
Statistics
Form

12/5/80

NC:D2

NORTH CAROLINA STATE LIBRARY
DOCUMENT SERVICES BRANCH

______________ MONTH YEAR

DATE	USERS					CIRCULATION *		
	PATRON		PHONE	MAIL	IN-WATS	Documents		Micro-film
	FED.	STATE				FED.	STATE	

CONTRACT CALLS: ______________

UNC ______________

NCSU ______________

DUKE ______________

XEROX COPIES: ______________

737

PRINT-OUT COPIES: ______________

*Circulation: Materials used within the Branch and those checked out.

NORTH CAROLINA STATE LIBRARY

DOCUMENT SERVICES BRANCH

DATE 12/5/80

**** VISITORS REGISTER ****

Name	Employer	Type of Document Used		Microfilm	Maps
		State	Federal		

NC:D3

12/5/80

STATE OF NORTH CAROLINA

COUNTY OF WAKE

****

CERTIFICATION

I, Doris M. Holloway, Supervisor, Documents Branch, North Carolina State Library, Raleigh, North Carolina, do hereby certify that the attached items are true and exact copies of the indicated pages of the Raleigh Times and News and Observer and that the attached photocopies were prepared under my supervision by members of my staff from microfilm records prepared and maintained in the ordinary course of business.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of October, 1977.

Supervisor, Documents Branch
North Carolina State Library

Sworn and subscribed to before me this 5th day of October, 1977.

Notary Public

My Commission Expires: ____________________

F 12/5/81

NC:F3

H. B. 241 CHAPTER 591

AN ACT TO AMEND G.S. 147-50 BY CHANGING THE METHOD BY WHICH STATE GOVERNMENT PUBLICATIONS ARE FILED WITH THE STATE LIBRARY AND THE LIBRARY OF CONGRESS.

The General Assembly of North Carolina enacts:

Section 1. G.S. 147-50, as it appears in the 1977 Replacement Volume 3C of the General Statutes, is amended in the table by deleting the following lines:

"Library of Congress .... 2 copies;
Department of Cultural Resources .... 5 copies;".

Sec. 2. There is enacted a new section, G.S. 147-50.1, to read as follows:

"§ 147-50.1. *Publications of State officials and department heads deposited with Division of State Library.* Every State official and every head of a State department, institution, or agency issuing any document, report, directory, statistical compendium, bibliography, map, rule, regulation, newsletter, pamphlet, brochure, periodical, or other publications shall deposit five copies with the Division of State Library of the Department of Cultural Resources. 'Printed materials' are publications produced by any means, including publications issued by private bodies, such as consultant or research firms, under contract with or under the supervision of a State agency. The Division of State Library shall publish a checklist of publications received from State agencies and shall distribute the checklist without charge to all requesting libraries. The Division of State Library shall forward two of the five copies of all publications received from State agencies to the Library of Congress. The provisions of this section do not apply to the appellate division reports and advance sheets distributed by the Administrative Office of the Courts, the S.B.I. Investigative 'Bulletin', or administrative materials intended only for the internal use of a State agency."

Sec. 3. Passage of this bill shall not obligate the General Assembly for an additional appropriation.

Sec. 4. This act is effective July 1, 1979.

In the General Assembly read three times and ratified, this the 21st day of May, 1979.

H. B. 406 CHAPTER 592

AN ACT TO REQUIRE FORFEITURE OF VEHICLES, WATERCRAFT, AND AIRCRAFT USED TO TRANSPORT OR CONCEAL STOLEN GOODS.

The General Assembly of North Carolina enacts:

Section 1. Article 16 of Chapter 14 of the General Statutes, as the same is found in Volume 1B of the General Statutes, 1969 Replacement, is amended by adding a new section as follows:

"§ 14-86.1. *Seizure and forfeiture of conveyances.* (a) All conveyances, including vehicles, watercraft or aircraft, used to unlawfully conceal, convey or transport property in violation of G.S. 14-71, G.S. 14-71.1, or G.S. 20-106 or used by any person in the commission of any larceny when the value of the property taken is more than four hundred dollars ($400.00) shall be subject to forfeiture as provided herein, except that:

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North Carolina General Statutes

§ 147-38: Repealed by Session Laws 1979, c. 85, s. 3, effective July 1, 1979.

§ 147-50. Publications of State officials and department heads furnished to certain institutions, agencies, etc. – Every State official and every head of a State department, institution or agency issuing any printed report, bulletin, map, or other publication shall, on request, furnish copies of such reports, bulletins, maps or other publications to the following institutions in the number set out below:

University of North Carolina at Chapel Hill	25 copies;
University of North Carolina at Charlotte	2 copies;
University of North Carolina at Greensboro	2 copies;
North Carolina State University at Raleigh	2 copies;
East Carolina University at Greenville	2 copies;
Duke University	25 copies;
Wake Forest College	2 copies;
Davidson College	2 copies;
North Carolina Supreme Court Library	2 copies;
North Carolina Central University	5 copies;
Western Carolina University	2 copies;
Appalachian State University	2 copies;
University of North Carolina at Wilmington	2 copies;
North Carolina Agricultural and Technical State University	2 copies;
Legislative Library	2 copies;

and to governmental officials, agencies and departments and to other educational institutions, in the discretion of the issuing official and subject to the supply available, such number as may be requested: Provided that five sets of all such reports, bulletins and publications heretofore issued, insofar as the same are available and without necessitating reprinting, shall be furnished to the North Carolina Central University. The provisions in this section shall not be interpreted to include any of the appellate division reports or advance sheets distributed by the Administrative Office of the Courts. (1941, c. 379, s. 5; 1955, c. 505, s. 7; 1967, cc. 1038, 1065; 1969, c. 608, s. 1; c. 852, s. 3; 1973, c. 476, s. 84; c. 598; c. 731, s. 2; c. 776; 1977, c. 377; 1979, c. 591, s. 1.)

Editor's Note. –

The 1979 amendment, effective July 1, 1979, deleted the Library of Congress and the Department of Cultural Resources from the list of institutions receiving State publications.

§ 147-50.1. Publications of State officials and department heads deposited with Division of State Library. – Every State official and every head of a State department, institution, or agency issuing any document, report, directory, statistical compendium, bibliography, map, rule, regulation, newsletter, pamphlet, brochure, periodical, or other publications shall deposit five copies with the Division of State Library of the Department of Cultural Resources. "Printed materials" are publications produced by any means, including publications issued by private bodies, such as consultant or research firms, under contract with or under the supervision of a State agency. The Division of State Library shall publish a checklist of publications received from State agencies and shall distribute the checklist without charge to all requesting libraries. The Division of State Library shall forward two of the five copies of all publications received from State agencies to the Library of Congress. The provisions of this section do not apply to the appellate division reports and advance sheets distributed by the Administrative Office of the Courts, the S.B.I. Investigative "Bulletin," or administrative materials intended only for the internal use of a State agency. (1979, c. 591, s. 2.)

Stanly Tech. College CL
Route 4, ~~Box~~ 5
Albemarle 391
COURIER

emarle-Stanly County CL
ublic Library
133 E. Main Street
lbemarle 393
COURIER

Social Science Data Lib. CL
IRSS, Manning Hall
University of N. C.
Chapel Hill 312
COURIER

Sandhills Community College
Carthage 343
COURIER

Order Clerk CL
Health Sci. Lib. 223 H
University of N. C.
Chapel Hill 312
COURIER

Serials Librarian CL
arolina Population Center
iversity Square
hapel Hill 312
COURIER

Miss Donna Freeman CL
N. C. Files
500 Pittsboro Street
Chapel Hill 312
COURIER

UNC Chapel Hill CL
Center for Urban & Reg. Stu.
108 Battle Lane
Chapel Hill 312
COURIER

Law Library CL
University of N. C.
Van Hecke-Wettach Bldg. 064A
Chapel Hill 312
COURIER

Library School Library CL
Manning Hall
UNC-CH
hapel Hill 312
COURIER

Librarian CL
Institute of Government
Chapel Hill 312
COURIER

Serials Dept. CL
J. Murrey Atkins Library
UNC at Charlotte
Charlotte 512
COURIER

Librarian CL
Central Piedmont Comm. College
Library
Charlotte 518
COURIER

Library CL
Stonewall Jackson School
1484 Old Charlotte Road
Concord 505
COURIER

Librarian CL
N. C. Central Univ. Library
Fayetteville Street
Durham 202
COURIER

Law Library CL
N. C. Central University
School of Law
Durham 202
COURIER

Librarian CL
School of Library Science
N. C. Central University
Durham 202
COURIER

Librarian CL
Durham Technical Institute
Durham 205
COURIER

Librarian CL
Paul H. Thompson Library
Fayetteville Technical Inst.
Fayetteville 101
COURIER

Terry Sanford Sr. Hi. School CL
Fort Bragg Road
Fayetteville 101 12/5/80 G
COURIER

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Librarian CL
Chesnutt Library
Fayetteville State University
Fayetteville 102
COURIER

Librarian CL
Gaston Community College
Dallas 651
COURIER

Librarian CL
Wayne Comm. College Library
Goldsboro 113
COURIER

Library CL
N. C. A & T University
Greensboro 212
COURIER

Librarian CL
Allen Junior High School
1108 Glendale Road
Greensboro 213
COURIER

Librarian CL
UNC at Greensboro - Library
Greensboro 214
COURIER

Librarian CL
East Carolina University Library
Greenville 142
COURIER

Librarian CL
N. C. Collection, Joyner Library
East Carolina University
Greenville 142
COURIER

Librarian CL
Guilford Technical Institute
Jamestown 219
COURIER

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NORTH CAROLINA DOCUMENTS WORKSHOP
PROGRAM
March 28, 1979

8:30	Coffee & Registration	
9:00	Welcome	Sara W. Hodgkins, Secretary Dept. of Cultural Resources
		David N. McKay, Director Division of State Library
9:15	Introduction of Documents	Margaret S. Parrott, Assoc. Prof. School of Library Science, UNC-G
9:45	North Carolina Statistical Information	
	Budget Development Statistics	Francine Ewing, State Demographer
	Public Health Statistics	Charles Rothwell, Head Public Health Statistics Branch Health Services System Branch
	Revenue Statistics	B. E. Dail, Asst. Director Tax Research Division
	Economic Statistics	Mike Rakouskas, Research Chief Industrial Development Division
12:00	Lunch	
1:00	Agency Libraries	Marjorie Lindsey, Librarian Consultant to State Agencies
1:20	North Carolina Reports Supreme Court Reports & Indexes	Frances Hall, Librarian N. C. Supreme Court
1:40	North Carolina Law	Rebecca Ballentine, Librarian Institute of Government
2:40	Break	
3:00	Legislative Library	Vivian Halperen, Librarian Legislative Library, General Assembly
	Tour of Legislative Library	

ND

H. Manuals

M. Studies, surveys and workshops

11/7/80
ND:H

ADMINISTRATIVE MANUAL

FOR

NORTH DAKOTA STATE DOCUMENT DEPOSITORY LIBRARIES

STATE LIBRARY COMMISSION
Bismarck, N.D. 58505

Richard J. Wolfert
State Librarian
1977

- INTRODUCTION -

State documents afford a vitally important, but unfortunately underestimated, source of information about our government and its daily and projected relationship to its citizens. As document librarians, we share a mutual concern for improving public access to this collective resource by upgrading the professional level of document service. Doing so implies a substantial revision in our present unsystematic approach to document management.

As the number of documents issued increases and the diversity of their content expands, the need for corresponding administrative control becomes glaringly apparent. In response to the State Library's invitation to its first "Document Collection and Use Workshop," document librarians met in November to discuss common depository problems. Faced with the proliferation of documents, many of which have primarily technical or temporary appeal, librarians questioned continuing distribution of all state publications to each of the current depositories. Without administrative guidelines, each depository library has of necessity adopted its own criteria for managing its growing documents collection. In many instances that collection is unrealistic for the negligible use it receives. Resulting document waste and confusion over routine handling procedures produced under the present depository system prevent library staff and library users from conveniently locating and effectively using state documents.

Experiencing the difficulties of servicing documents without any standards of maintenance, participants at the workshop agreed that preparation of administrative guidelines was essential to any effort to improve the depository system. An ad hoc committee volunteered to draft the requested manual.

The committee interpreted its primary objective as restructuring the depository network by establishing criteria for document distribution and minimum standards of control. Considering this its focus, the committee decided against developing a statewide classification scheme. While that organizational issue can be directly related to the successful operation of the depository system, the committee found it beyond the limit of at least its initial authority. However, even with this restriction, the committee has produced a manual designed to eliminate waste and facilitate administrative control.

The Administrative Manual for North Dakota State Document Depository Libraries attempts to impose a degree of uniformity over a streamlined depository network. Cooperative adherence to its standards will renew professionalism in document service. The substance of the manual assists and encourages librarians in providing improved public access to that myriad of decision making resources linking state government to its people. For this reason the first effort at restructuring our document depository network was originally conceived. Members of the ad hoc state documents committee are: Terry Beckler, State Library; Beverly Brkic, North Dakota State University Library; Ted Giese, Minot State College Memorial Library; Marilyn Guttromson, State Library; Audrey Kazmierczak, Chester Fritz Library, UND; Harold Kelly, Jamestown College Library; Richard Wolfert, State Librarian.

I. Statement of Philosophy: rationale confirming the value of state documents and the concept of a network for their distribution.

The state documents depository network serves as the consistent and efficient means of providing the citizens of North Dakota with information about their government in all phases of its operation. Through a statewide network of libraries, North Dakotans have direct access to all state publications. Such documents as biennial report periodicals, descriptive brochures, and statistical compilations encourage the kind of communication necessary for a vital and responsive government. Availability of these publications facilitates the growth of a knowledgeable public better prepared to understand and participate in the governing process. Documents, while an essential factor in decisions reached by legislators, state agencies, and officials, are intended for a much wider audience. They acquaint North Dakotans with an agency's structure, function, services, needs, problems, financing, and plans. Documents accessible through the state depository network offer a connecting link between the government and the people it serves.

A central state depository system administered by the State Library collects and distributes the documents. To this end, the State Library is solely dependent upon close cooperation with issuing agencies. Publications which do not enter the system fail to receive uniform distribution, thereby reducing their public accessibility. Depository libraries should furnish adequate facilities and staff for the appropriate organization, retrieval, and use of the documents. State agencies, the State Library, and the respective depository libraries share a responsibility for the total effectiveness of the depository network. To improve access through this network, and administrative manual drawn on the tenets of this philosophy becomes indispensable.

II. Statement of Purpose: outline defining objectives of state documents and the depository network.

A. State Documents

1. Provide general review and analysis of an agency's function and direction within state government.

2. Guarantee a historical account of an agency's transactions.

3. Supply statistical and other pertinent data relative to government performance.

4. Report on an agency's ongoing activities.

5. Outline an administrator's interpretation of his agency's purpose, operation, and orientation.

B. State Document Depository Network

1. Distributes materials not available through normal commercial publishing channels.

2. Insures greater public access to state documents through controlled procedures.

3. Maintains current and historical document collections.

4. Promotes public use of documents.

5. Encourages cooperation among libraries for publications not universally available.

III. Statement of Authority: review establishing previous and current authorization for document collection and distribution.

In 1965 the Legislature gave the State Library Commission responsibility for acquiring, organizing, and preserving state publications and for distributing them to designated depository libraries. This legislation was amended in 1971 to increase the number of required documents from ten to twelve and to include the Library of Congress as a depository.

> *54-24-09. DISTRIBUTION OF CERTAIN STATE PUBLICATIONS FOR CERTAIN LIBRARIES REQUIRED. - All state departments, offices, and agencies shall deposit with the state library commission twelve copies of all publications issued by them, whether printed, mimeographed, or duplicated in any way, which are not issued solely for use within the issuing office. The state library commission shall keep one copy on file in its own library, transmit one copy to the Library of Congress, and transmit the remaining copies to depository libraries distributed geographically over the state, which libraries shall be those of the state historical society, North Dakota state university, the university of North Dakota, Minot public library, and Dickinson state college, plus five others which the state library commission shall determine.*

The additional libraries were:

Alfred Dickey Public Library, Jamestown; Minot State College Library; Lake Region Junior College Library, Devils Lake; and James Memorial Library, Williston.

In 1977, major improvements in scope and clarity were approved by the Legislature.

> *54-24-09. DISTRIBUTION OF CERTAIN STATE PUBLICATIONS FOR CERTAIN LIBRARIES REQUIRED.) The state purchasing and printing agent shall arrange to deposit with the state library commission eight copies of all publications issued by all executive, legislative, and judicial agencies of state government intended for general public distribution. These publications shall be provided to the state library commission without charge. Should expense and limited supply of state publications, particularly audiovisual items, make strict compliance with the depository requirement impossible, the state library commission shall accept as many copies as an agency can afford to provide. However, no less than two copies shall be provided to the state library commission by each agency. State publications refer to any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research*

> *and consultant firms under contract with and/or supervision of any state agency. In circumstances not directly involving the state purchasing and printing agent, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audio tapes, video tapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the state library commission shall retain for its own use two copies of every state document received and transmit the remaining copies to the depository libraries. These shall be the libraries of the state historical society, the university of North Dakota, North Dakota state university, the Library of Congress, and two others to be designated by the state library commission. All non-depository North Dakota academic, public, and special libraries shall have the opportunity to receive state documents under an optional selection program developed by the state library commission. The state library commission shall catalog state publications and arrange for their conversion to microform and shall make available for distribution the same to the designated depository libraries.*

After July 1, 1977, those libraries eliminated as depositories (Alfred Dickey Public, Jamestown; Lake Region Junior College, Devils Lake; Minot Public, Minot; and James Memorial, Williston) may dispose of their documents in whatever manner they see fit.

The new legislation, which includes Dickinson State College Stoxen Library and Minot State College Memorial Library as the two designated depositories:

(a) improves statewide access to state publications by centralizing initial document entry into the depository network;

(b) encourages state agencies to reduce their printing and distribution costs by relying on the State Library's extensive coordinated system of document acquisition, distribution, and retrieval;

(c) defines state publications precisely, thereby eliminating confusion in determining what falls under the category of "document";

(d) decreases the number of depository libraries from eleven to seven, thereby curtailing document waste while still maintaining and protecting access to document collections;

(e) identifies responsibilities of both state agencies and the State Library Commission involving the operation of the depository network;

(f) establishes the basis for the optional selection program providing all libraries with the opportunity to order and use documents directly related to their own needs.

IV. Statement of Definition: description highlighting components of the restructured depository network.

A. State Library: central acquisition and distribution agency for state documents; maintains documents on a permanent and on a loan basis; contracts for document reproduction; prepares document indexes; responds to document needs of libraries, government agencies, and individuals; and encourages document use through library media, workshops, and reference service.

B. State Document Depository Network: the coordinated effort of the depository libraries to insure that state documents are preserved, loaned, and made publicly accessible throughout the state.

C. Depository Libraries: regionally located libraries established by law to receive and retain all state documents distributed by the State Library. The following seven libraries have been named depositories: Chester Fritz Library, University of North Dakota, Grand Forks; Library of Congress, Washington, D.C.*; Minot State College Memorial Library, Minot; North Dakota State University Library, Fargo; State Historical Society Library, Bismarck*; State Library Commission, Bismarck*; Stoxen Library, Dickinson State College, Dickinson.

D. State Documents: "...any informational materials, regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with and/or supervision of any state agency...State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audio tapes, video tapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency.

E. Depository Items: all state documents, excluding those of a general provisional, promotional, or transitory nature such as university, college, or other institutional newsletters and brochures. However, these publications will be included and indexed into the State Library's own document collection and made available on loan.

F. Optional selection: program offering all non-depository public, academic, and special libraries the option of receiving only those documents meeting the particular needs of their staff and their users.

Because of their special function, these depositories may adopt document policies differing from those advocated by this manual.

V. Administrative Code: standards providing uniformity in document service.

A. Responsibilities of depository libraries:

1. Maintain a permanent state document collection;
2. Organize documents for convenience of identification and location;
3. Provide direct access to document indexes;
4. Designate a staff member responsible for document service;
5. Loan documents in a manner consistent with regular loan and interlibrary loan policies;
6. Purchase and encourage the use of documents in microform.

B. Operation of the Optional Selection Program:

Each month the State Library will mail its checklist of documents received to all public, academic, and special libraries. The Monthly Checklist is a print-out arranged by state agency indicating the titles of publications issued. Non-depository libraries interested in obtaining any of the documents may do so by directly contacting the appropriate agency. The State Library will provide order cards similar to the following example:

______
date

______________________ Library, ____________________, ND ______
address zip

requests for its use ___ copy (copies) of:

________________________, ____________________ ______________.
title author/issuing division state agency

________________________.
date of publication

( ) Yes ( ) No Please put us on your mailing list to receive regular issues of this publication.

If this publication is not directly available from your office, please forward our request to the State Library, Randal Building, Highway 83 N., Bismarck, ND 58505 (701-224-2492)

(The cost of any document will be noted on the Monthly Checklist)

The State Library will prepare, update, and distribute a master directory of state agencies.

Retention and disposal guidelines for libraries participating in the Optional Selection Program would be contrary to the nature of the objective. The Program has been flexibly designed to encourage current and continuous document use by all libraries in meeting their individual immediate, existing and static needs. Preservation, loan, and direct access to all state documents is guaranteed by the depository network.

C. Indexing:

The following are available from the State Library:

1. Between Their Covers: An Annotated Guide to North Dakota State Documents; a synopsis of general content of documents issued by state agencies on a regular basis such as biennial reports, magazines, and newsletters.

2. Keyword Index of State Publications 1965-1974: two volumes employing key words out of context from all documents received by the State Library during those years.

3. Monthly Checklist: computer print-out of the month's documents received by the State Library.

4. North Dakota State Publications: semi-annual and annual compilation by title and by issuing agency of all documents received by the State Library.

5. Publications of the State of North Dakota Received by the State Library During the Years 1965-1973: agency and title listing of state documents.

D. Microform:

1. Documents are currently being microfilmed annually.

2. Indexing for the microfilm reels appears in the annual North Dakota State Publications.

3. A cumulative agency, title, and keyword listing of 1965-1976 documents is also available on microfiche.

4. Contact the State Library for cost of acquiring microformed documents.

E. Encouraging Use of State Documents:

1. Exhibit documents on bulletin boards, posters, and display shelves.

2. Notify library staff, faculty, and other users of new documents that might be of some specific interest to them.

3. Develop working familiarity with documents in responding to reference questions.

4. Read the "It's Been Documented" column in the Flickertale Newsletter calling your attention to particularly relevant new documents.

5. Attend and/or sponsor docum[illegible] workshops.

DIRECTORY

OF

STATE OFFICIALS, AGENCIES, BOARDS AND INSTITUTIONS

OF THE

State of North Dakota

1979

[illegible]

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Federal Agency Officials [illegible]
U.S. Senators [illegible]
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NATIONAL OFFICERS

Jimmy Carter, President	Georgia
Walter Mondale, Vice President	Minnesota
Cyrus Vance, Secretary of State	New York
W. Michael Blumenthal, Secretary of the Treasury	Michigan
Harold Brown, Secretary of Defense	California
Griffin Bell, Attorney General	Georgia
Cecil Andrus, Secretary of the Interior	Idaho
Robert Bergland, Secretary of Agriculture	Minnesota
Juanita M. Kreps, Secretary of Commerce	North Carolina
F. Ray Marshall, Secretary of Labor	Mississippi
Joseph Califano, Secretary of Health, Education and Welfare	New York
Patricia R. Harris, Secretary of Housing and Urban Development	District of Columbia
Brock Adams, Secretary of Transportation	Washington
Zbiniew Brzezinski, National Security Adviser	New Jersey
James T. McIntyre, Jr.,Director, Office of Management and Budget	Georgia
James Schlesinger, Secretary, Department of Energy	New York
Andrew Young, Representative to United Nations	Georgia

SUPREME COURT

Warren E. Burger, Chief Justice	Virginia
Harry A. Blackmun	Minnesota
Byron R. White	Colorado
Thurgood Marshall	New York
John Paul Stevens	Illinois
Potter Stewart	Ohio
William J. Brennan, Jr.	New Jersey
Lewis F. Powell, Jr.	Virginia
William H. Rehnquist	Arizona
Michael Rodak, Jr. Clerk, Supreme Court Building	Washington, D.C.

FEDERAL AGENCY OFFICERS FOR NORTH DAKOTA

Agr. Marketing Service —	
John Price, Statistician	Fargo
Agr. Stabilization and Conservation Service —	
David Strauss, State Executive Director	Fargo
Bureau of Reclamation —	
Darell Krull, Project Manager	Bismarck
Corps of Engineers, U.S.A. —	
Roger W. Branning, Area Engineer	Riverdale
Court of Appeals, U.S. —	
Charles J. Vogel, Senior Circuit Judge	Fargo
Myron H. Bright, Judge	Fargo
Court, District —	
Paul Benson, Chief Judge	Fargo
Ronald N. Davies, Senior Judge	Fargo
Bruce M. Van Sickle, Judge	Bismarck
James Britton, U.S. District Attorney	Fargo
Harold Warren, U.S. Marshal	Fargo
C. J. Schmidt, Clerk	Bismarck and Fargo
John M. Noah, Chief U.S. Probation Officer	Fargo
Robert Plenning, U.S. Probation Office	Bismarck
Robert D. Holliday	Bismarck
William D. Broome	Devils Lake
Customs Offices	Portal and Pembina
Farmers Home Administration —	
Frederick Gengler, State Director	Bismarck
Federal Crop Insurance Corporation —	
Harold Schonberger	Bismarck
Immigration and Naturalization Service —	
Richard Sell, District Director	St. Paul, Minnesota
Bankruptcy Judge —	
Gordon Thompson	Fargo
Soil Conservation Service —	
Allen L. Fish, State Conservationist	Bismarck
Treasury Department —	
Gerard Esposito, District Director, Internal Revenue	Fargo
Veterans Administration —	
Irvin D. Nelb, Center Director	Fargo

U.S. SENATORS

Quentin N. Burdick	Fargo
Milton R. Young	LaMoure

REPRESENTATIVES IN CONGRESS

Mark Andrews	Mapleton

MEMBERS OF THE FORTY-SIXTH LEGISLATIVE ASSEMBLY
STATE OF NORTH DAKOTA

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2. Divide & Pt. Williams & Pt. Burke	George Rait (D), Noonan
3. Renville & Pt. Ward	Marvin Sorum (R), Kenmare
4. Pt. Burke, Mountrail	Stanley Wright (R), Stanley
5. Pt. Ward	Hal Christensen (R), Minot
6. Bottineau & Pt. McHenry	Walter Erdman (D), Bottineau
7. Pierce & Pt. McHenry	Ernest M. Sands (R), Velva
8. McLean & Pt. Ward	Shirley W. Lee (R), Turtle Lake
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20. Traill, Pt. Cass, Pt. Grand Forks	Gilman Strand (R), Portland
21. Pt. Cass	Herschel Lashkowitz (D), Fargo
22. Pt. Cass, Pt. Barnes	Gary J. Nelson (R), Casselton
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29. Pt. Stutsman	Robert Melland (R), Jamestown
30. Emmons, McIntosh	L.L. (Pete) Naaden (R), Braddock
31. Kidder, Sheridan, Pt. Burleigh	Harry Iszler (R), Streeter
32. Pt. Burleigh	Bonnie Miller-Heinrich (D), Bismarck
33. Pt. Mercer, Oliver, Pt. Morton	Robert Albers (R), Hazen
34. Pt. Morton	Lester J. Schirado (D), Mandan
35. Grant, Sioux, Pt. Morton	Francis Barth (D), Solen
36. Dunn, McKenzie, Pt. Mercer	J. Garvin Jacobson (R), Alexander
37. Pt. Stark	Jack Olin (R), Dickinson
38. Adams, Hettinger, Pt. Stark	Adam Krauter (D), Regent
39. Billings, Bowman, Golden Valley, Slope, Pt. Stark	Leland Roen (R), Bowman
40. & 50. Pt. Ward, Combined	Chester Reiten (R), Minot Rolland Redlin (D), Minot
41. Pt. Ward	Jerome L. Walsh (D), Minot
42. Pt. Grand Forks	Charles "Chuck" Orange (D), Grand Forks
43. Pt. Grand Forks	Stella Fritzell (R), Grand Forks
44. Pt. Cass	Curtis N. Peterson (R), Fargo
45. Pt. Cass	Donald W. Hanson (R), Fargo
46. Pt. Cass	Jens J. Tennefos (R), Fargo
47. Pt. Burleigh	Evan E. Lips (R), Bismarck
48. Pt. Stutsman, Pt. Barnes	David E. Nething (R), Jamestown
49. Pt. Burleigh	I.E. (Esky) Solberg (R), Bismarck
50. & 40. Pt. Ward, Combined	See info. under 40 & 50 combined.

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6. Bottineau & Pt. McHenry	Lawrence Marsden (R), Bottineau Carolyn Houman (R), Westhope
7. Pierce & Pt. McHenry	Fern E. Lee (R), Towner Herman Larson (R), Rugby
8. McLean & Pt. Ward	Layton Freborg (R), Underwood Gordon Matheny (R), Emmet
9. Rolette & Pt. Towner	Allen Richard (D), Dunseith Oscar Solberg (D), Rolla
10. Cavalier & Pt. Towner	Eugene Nicholas (R), Cando Howard Hove (R), Fairdale
11. Pembina & Pt. Walsh	Alice Olson (R), Cavalier Charles F. Fleming (D), Hamilton
12. Benson & Eddy	Byron J. Langley (D), Warwick Joe Leibhan (R), Esmond
13. Pt. Cass	L.E. Berger (D), West Fargo Florenz Bjornson (R), West Fargo
14. Foster, Wells	Kelley Boyum (R), Carrington Arthur Melby (R), Harvey
15. Pt. Ramsey	Gordon Berg (D), Devils Lake Charles F. Mertens (D), Devils Lake
16. Pt. Walsh	William Gorder (R), Grafton Harley Kingsbury (R), Grafton
17. Pt. Grand Forks	Burness Reed (R), Grand Forks Elaine Vig (R), Grand Forks
18. Pt. Grand Forks	Tom Kuchera (R), Grand Forks Earl Strinden (R), Grand Forks
19. Pt. Grand Forks, Pt. Nelson, Pt. Walsh	Oben Gunderson (R), McCanna Enoch Thorsgard (R), Northwood
20. Trail, Pt. Cass, Pt. Grand Forks	Peter Lipsiea (R), Mayville Malcolm Tweten (R), Buxton
21. Pt. Cass	Paul L. Dubord (D), Fargo Patricia (Tish) Kelly (D), Fargo
22. Pt. Cass, Pt. Barnes	Joseph Peltier (R), Arthur Francis W. (Hank) Weber (D), Casselton
23. Griggs, Steel, Pt. Nelson Pt. Ramsey	Arvid E. Hedstrom (R), Tolna Irven Jacobson (D), Alamo
24. Pt. Barnes	Frank Larson (R), Valley City Don Berge (R), Litchville
25. Pt. Richland	LeRoy Hausauer (R), Wahpeton Dayle Dietz (R), Wahpeton
26. Pt. Dickey, Sargent	John D. Crabtree (R), Ellendale LeRoy Erickson (R), DeLamere
27. Ransom, Pt. Richland	Lawrence Dick (R), Englevale Ralph Dotzenrod (D), Wyndmere
28. LaMoure, Logan, Pt. Dickey	William F. Gackle, (R), Kulm Jim Brokaw (D), Forbes
29. Pt. Stutsman	Gordon Larson (R), Jamestown Elmer Retzer (R), Cleveland
30. Emmons, McIntosh	Wilbur Vander Vorst (R), Hague Wm. E. Kretschmar (R), Venturia
31. Kidder, Sheridan, Pt. Burleigh	Theodore A. (Ted) Lang (R), Sterling Orville Schindler (R), McClusky
32. Pt. Burleigh	Jeremus Huffner (D), Bismarck Roger Koski (D), Bismarck

MEMBERS OF THE FORTY-SIXTH LEGISLATIVE ASSEMBLY STATE OF NORTH DAKOTA (Cont.)

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34. Pt. Morton	James Gerl (D), Mandan Corliss Mushik (D), Mandan
35. Grant, Sioux, Pt. Morton	Walter A. Meyer (D), Flasher Emil J. Riehl (D), Raleigh
36. Dunn, McKenzie, Pt. Mercer	Ralph M. Christensen (R), Watford City J.R. (Jack) Murphy (R), Killdeer
37. Pt. Stark	William J. Lardy (D), Dickinson Francis J. Wald (R), Dickinson
38. Adams, Hettinger, Pt. Stark	Kenneth Knudson (R), Taylor Clarence Martin (R), Lefor
39. Billings, Bowman, Golden Valley, Slope, Pt. Stark	Kenneth Thompson (R), Beach R.R. (Rick) Maixner (D), New England
40. & 50. Pt. Ward Combined	Brynhild Haugland (R), Minot Jim Peterson (R), Minot Roy Rued (R), Minot Douglas Mattson (R), Minot
41. Pt. Ward	Janet Wentz (R), Minot J. Mikel Walsh (D), Minot
42. Pt. Grand Forks	Wayne Stenehjem (R), Grand Forks Glenn Pomeroy (D), Grand Forks
43. Pt. Grand Forks	Henry C. Wessman (R), Grand Forks Rosie Black (R), Grand Forks
44. Pt. cass	Jean Herman (R), Fargo Craig M. Richie (R), Fargo
45. Pt. Cass	Steven J. Swiontek (R), Fargo James W. Kennelly (R), Fargo
46. Pt. Cass	Aloha Eagles (R), Fargo Richard W. Kloubec (R), Fargo
47. Pt. Burleigh	Patrick A. Conmy (R), Bismarck Vernon E. Wagner (R), Bismarck
48. Pt. Stutsman, Pt. Barnes	Michael Unhjem (R), Jamestown Lyle Hanson (D), Jamestown
49. Pt. Burleigh	Alvin Hausauer (R), Bismarck Robert W. Martinson (R), Bismarck

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Lieutenant Governor —
Wayne Sanstead .... Bismarck

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Ben Meier .... Bismarck
Robert R. Schaible, Deputy .... Bismarck

State Auditor —
Robert W. Peterson .... Bismarck
Gayle Syverson, Deputy .... Bismarck

State Treasurer —
Walter Christensen .... Bismarck
Robert E. Hanson, Deputy .... Bismarck

Attorney General —
Allen I. Olson, Attorney General .... Bismarck
Gary Helgeson, Chief Deputy .... Bismarck

Commissioner of Insurance —
Byron Knutson, Commissioner .... Bismarck
Arnold Holden, Deputy .... Bismarck

Commissioner of Agriculture —
Myron Just, Commissioner .... Bismarck
Lynn Clancy, Deputy .... Bismarck

Superintendent of Public Instruction —
H.J. Snortland, Superintendent .... Bismarck
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Orville (Ike) Hagen, Commissioner	Bismarck
Albert Thompson, Deputy	Bismarck

Tax Commissioner —

Byron Dorgan, Commissioner	Bismarck
Arnold Burian, Deputy	Bismarck

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Richard Elkin, President	Bismarck
Bruce Hagen	Mandan
Ben J. Wolf	Bismarck
Janet Sauter, Secretary	Bismarck

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Wm. L. Paulson	Bismarck
Vernon R. Pederson	Bismarck
Paul M. Sand	Bismarck
Gerald Vandewalle	Bismarck
William G. Bohn, Court Administrator	Bismarck
Luella Dunn, Clerk of Court	Bismarck
Elmer J. Dewald, Librarian	Bismarck

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Norman J. Backes	Fargo
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John Garaas	Fargo
Roy K. Redetzke (Supreme Court Commissioner)	Grand Forks

Second District —

Douglas B. Heen, Presiding	Devils Lake
Ray R. Friederich	Rugby
James H. O'Keefe	Grafton

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Robert L. Eckert	Wahpeton
Larry M. Hatch	Linton

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Benny Graff, Presiding	Bismarck
M.C. Fredricks	Jamestown
Gerald G. Glaser	Bismarck

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Roy A. Ilvedson, Presiding	Minot
William Beede	Williston
Everett Nels Olson	Minot

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Norbert J. Muggli, Presiding	Dickinson
Wm. F. Hodny	Mandan
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L.H. Redman	Minot

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Oscar Hay	Bismarck
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Darrell Ohlhauser, Executive Budget Director	Bismarck
Austin Engel, Director, Planning	Bismarck
Jim Heck, Data Processing	Bismarck
Harold Nelson, State Printer	Bismarck
Milt Olson, State Purchasing Agent	Bismarck

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Brig. General Earl D. Hedly, Deputy Adjutant General	Bismarck

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Dr. Om P. Madhok	Minot
Wesley Norton	Bismarck
Vivian Rask	Mandan
Olaf G. Sandvick	Dickinson
Dr. Jonathan Weisbuch, State Health Officer	Bismarck

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Olive Ann Rogers	Valley City
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Joyce Byerly	Watford City
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Kyle Miller	Towner
Kenneth Ramsey	Park River
Raymond Schnell	Dickinson
Sylvia Brown, Executive Secretary	Bismarck

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Darrell Ohlhauser, Chief Budget Analyst	Bismarck

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Nancy Edmonds Hanson	Bismarck
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John Luoma	Oakes
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John L. Wood	Pembina

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State Treasurer Walter Christensen	Bismarck
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Phil Park, Dairy Commissioner	Bismarck

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Norris Abrahamson	Plaza
Robert Bartz	Dickinson
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Warren A. Buehler	Mandan
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Commissioner of Agriculture Myron Just	Bismarck

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Evelyn Amb	Fargo
Steven Benedict	Bismarck
Edwin Christensen	Grand Forks
Joseph Duchene	Fort Yates
Ruth Erickson	Fargo
Nancy Hass	Fargo
Arnold J. Kuhn	Jamestown
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R.E. Radspinner, Chief Deputy	Bismarck

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Dr. H. David Knudsen	Minot
Dr. J.S. Nicola	Bismarck
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Emil Wieland	Jamestown
Dr. Elisabeth Zinser	Grand Forks

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W. Van Heuvelen, Executive Officer, Chief of Environmental Health and Engineering Service	Bismarck

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Representative Henry Lundene	Adams
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Milton Hertz	Mott
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Bryce Streibel	Fessenden
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Robert E. Bradley, Chief Engineer	Bismarck

HIGHWAY PATROL —

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Lt. Colonel Ivan Hendrickson, Assistant Superintendent	Bismarck

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Albert R. Hausauer	Bismarck
Lowell F. Johnson	Wahpeton
Roberta McCreery	Bismarck
Wilbur T. Sheppard	Mandan
Louise Stockman	Fargo
Dale West	Grand Forks
Mary Young	Jamestown
Secretary of State Ben Meier	Bismarck
State Engineer Vernon Fahy	Bismarck
Highway Commissioner Walter Hjelle	Bismarck
State Game and Fish Commissioner Russell W. Stuart	Bismarck
State Forester Robert Johnson	Bottineau
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State Treasurer Walter Christensen	Bismarck
James E. Sperry, Superintendent	Bismarck

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Darrell Farland, Executive Director	Bismarck

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J. Herman O'Keeffe, Director	Fargo

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Therman Kaldahl, Executive Director, Employment Security Bureau	Bismarck
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State Senator John Maher	Bowman
Tommy Mandan, Chairman, 3 Affiliated Tribes	New Town
Carl McKay, Chairman, Devils Lake Sioux Tribe	Fort Totten
Pat McLaughlin, Chairman, Standing Rock Sioux Tribe	Fort Yates
Anton Moran	Williston
Frank Myrick, Devils Lake Sioux Tribe	Fort Totten
State Representative Alice Olson	Cavalier
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Dr. Jonathan Weisbuch, State Health Officer	Bismarck
Juanita Helphrey, Executive Director	Bismarck

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All judges of Supreme Court, District Courts and County Courts with and without increased jurisdiction; judges of the municipal court; judges of county justice court

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Superintendent of Public Instruction H.J. Snortland	Bismarck
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ADMINISTRATIVE AGENCIES AND EXAMINING BOARDS (Cont.)

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Dr. G.E. Tolstedt	Bismarck
Dr. Dennis Wolf	Dickinson

MILK STABILIZATION BOARD —

Floyd Malmedal	Egeland
Jean Hill	Valley City
Norman Leevers	Devils Lake
Robert Massee	Grand Forks
George Woell	Minot
John E. Weisgerber, Executive Secretary	Bismarck

MOTOR VEHICLE REGISTRATION DEPARTMENT —

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Game and Fish Commissioner Russell W. Stuart	Bismarck
Health Officer Dr. Jonathan B. Weisbuch, Department of Health	Bismarck
Parks and Recreation Department Director Robert M. Horne	Mandan
Soil Conservation Committee Executive Secretary Gary Puppe	Bismarck
State Forestor Dr. Robert Johnson	Bottineau
State Geologist Dr. Lee Gerhard	Grand Forks
State Reclamation Director of Public Service Commission Ed Englerth	Bismarck
State Planning Division Director Austin Engel	Bismarck

And other state and federal natural resources management agencies not under the jurisdiction of the Governor are invited to attend and participate.

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Sue Ehlers	Dickinson
Adele Gorder	Bismarck
Glenice Hansen	Dickinson
Karen McDonald	Moffit
Joyce Reiland	Wishek
James Shanley	Fort Yates
Irene Sage, Executive Director	Bismarck

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Kent Alm	Bismarck
Al Holte	Devils Lake
Dr. Thomas E. Jacobson	Hettinger
Bernard Okland	Bismarck
Doris M. Steckler	Dickinson
T.N. Tangedahl	Bismarck
Sister Madonna Wagendorf	Garrison

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Attorney General Allen Olson	Bismarck
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Don Mund	Bismarck
Gordon Olson	Fargo
Irene Roth	Bismarck
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Keith Warren	Grand Forks
Dick Weber	Bismarck

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Glenn R. Dehlin	Minot
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PLUMBING, State Board of —

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Knute Henning	Fargo
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Dr. A.A. Watrel, President .... Dickinson

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Dr. James A. Schobel, President .... Mayville

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Dr. Gordon B. Olson, President .... Minot

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Dr. Ted DeVries, President .... Valley City

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Joseph H. Havener, Warden .... Bismarck

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Duane L. Lawrence, Superintendent .... Mandan

STATE PENITENTIARY —
Joseph H. Havener, Warden .... Bismarck

STATE HOSPITAL —
Hubert A. Carbone, Superintendent .... Jamestown

GRAFTON STATE SCHOOL —
Dr. Ronald E. Archer, Superintendent .... Grafton

SAN HAVEN STATE HOSPITAL —
Richard L. Charrier, Asst. Supt. & Business Manager .... San Haven

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Charles M. Code, Commandant .... Lisbon

OFFICIAL COUNTY NEWSPAPERS

ADAMS	Adams County Record	Hettinger
BARNES	Valley City Times-Record	Valley City
BENSON	Benson County Farmers Press	Minnewaukan
BILLINGS	Billings County Pioneer	Medora
BOTTINEAU	Bottineau Courant	Bottineau
BOWMAN	Bowman County Pioneer	Bowman
BURKE	Burke County Tribune	Bowbells
BURLEIGH	Bismarck Tribune	Bismarck
CASS	Fargo Forum	Fargo
CAVALIER	Cavalier Chronicle	Langdon
DICKEY	Dickey County Leader	Ellendale
DIVIDE	Divide County Journal	Crosby
DUNN	Killdeer Herald	Killdeer
EDDY	New Rockford Transcript	New Rockford
EMMONS	Emmons County Record	Linton
FOSTER	Foster County Independent	Carrington
GOLDEN VALLEY	Golden Valley News	Beach
GRAND FORKS	Grand Forks Herald	Grand Forks
GRANT	Grant County News	Elgin
GRIGGS	Griggs County Sentinel-Courier	Cooperstown
HETTINGER	Mott Pioneer Press	Mott
KIDDER	Steele-Ozone Press	Steele
LaMOURE	Edgeley Mail	Edgeley
LOGAN	Napoleon Homestead	Napoleon
McHENRY	Mouse River Farmers Press	Towner
McINTOSH	Ashley Tribune	Ashley
McKENZIE	McKenzie County Farmer	Watford City
McLEAN	McLean County Independent	Garrison
MERCER	Beulah Independent	Hazen
MORTON	New Salem Journal	New Salem
MOUNTRAIL	Mountrail County Promoter	Stanley
NELSON	Lakota American	Lakota
OLIVER	Washburn Leader	Washburn
PEMBINA	Cavalier Chronicle	Cavalier
PIERCE	Pierce County Tribune	Rugby
RAMSEY	Devils Lake World	Devils Lake
RANSOM	Ransom County Gazette	Lisbon
RENVILLE	Renville County Farmer	Mohall
RICHLAND	The Daily News	Wahpeton
ROLETTE	Turtle Mountain Star	Rolla
SARGENT	The Teller	Milnor
SHERIDAN	McClusky Gazette	McClusky
SIOUX	Dakota Sun	Fort Yates
SLOPE	Hettinger County Herald	New England
STARK	Dickinson Press	Dickinson
STEELE	Steele County Press	Finley
STUTSMAN	Jamestown Sun	Jamestown
TOWNER	Towner County Record-Herald	Cando
TRAILL	Hillsboro Banner	Hillsboro
WALSH	The Walsh County Record	Grafton
WARD	Minot Daily News	Minot
WELLS	Wells County Free Press	Fessenden
WILLIAMS	Williston Herald	Williston

COUNTY OFFICIALS

COUNTY	COUNTY SEAT	AUDITOR
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BURKE	Bowbells	Herman H. Aufforth
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McINTOSH	Ashley	David Helmer
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SARGENT	Forman	Sherry Hosford
SHERIDAN	McClusky	Robert R. Neuharth
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SLOPE	Amidon	Robert Strommen
STARK	Dickinson	Delores Mischel
STEELE	Finley	Ethel Snortland
STUTSMAN	Jamestown	George Whitney
TOWNER	Cando	Verna M. Martz
TRAILL	Hillsboro	Mildred Olson
WALSH	Grafton	Lorraine Papenfuss
WARD	Minot	Gladys C. Pederson
WELLS	Fessenden	Vance L. Kro
WILLIAMS	Williston	Margaret Gunderson

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BOWMAN	Evelyn Bolte	Evelyn Bolte
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BURLEIGH	Florence Holmes	Dennis Schneider
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CAVALIER	Alice Morrison	Dorothy Adam
DICKEY	Luella Bobzien	Robert L. Johnson
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DUNN	Leone P. Scott	Leone P. Scott
EDDY	W. Jane Dunham	W. Jane Dunham
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FOSTER	Henry Kirchoff	Henry Kirchoff
GOLDEN VALLEY	Marian Schatz	Marian Schatz
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GRAND	Andy Klein	Andy Klein
GRIGGS	Lillie Simenson	Lillie Simenson
HETTINGER	Hugo J. Auer	Hugo J. Auer
KIDDER	Mayvis Strom	Mayvis Strom
LaMOURE	Marian Cuypers	Thomas W. Nielson
LOGAN	Dennis D. Schulz	Dennis D. Schulz
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McINTOSH	Henry Kranzler	Henry Kranzler
McKENZIE	Marion Sanford	Lester Wehrung
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RENVILLE	Robert E. Reiser	Robert E. Reiser
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ROLETTE	Colleen J. Bertsch	Mary Slunaker
SARGENT	Amy Parrow	Amy Parrow
SHERIDAN	Hilmer D. Zimbelman	Hilmer D. Zimbelman
SIOUX	Madeline Disrud	Madeline Disrud
SLOPE	Anna J. Kathrein	Anna J. Kathrein
STARK	Leo Sticka	Thomas Ewing
STEELE	Arnold H. Johnson	Arnold H. Johnson
STUTSMAN	Irene Berg	Harold B. Herseth
TOWNER	Judith R. Hoffman	Judith R. Hoffman
TRAILL	LaVerne Skogen	Howard Carver
WALSH	Lois Penas	Ted Weisenburger
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Ronald G. Splitt	Marilyn Kraning	Gerald L. Buck
Gordon O. Hoberg	Gary Schumacher	Roger J. Martin
Michael S. McIntee	Corabelle F. Brown	Timothy A. Semler
Bruce E. Kretschmar	Sidney Gross	Andrew F. Bosch
H.F. Gierke, III	Olaf Berget	Warren Anderson
John Romanick	Martha Thompson	Patrick E. Carpentier
John Jacobson	Alice Husfloen	Allen J. Schmidt
Jos. A. Vogel, Jr.	William T. Reisler	John T. Stewart
Robert W. Holte	W. Ray Stewart	John P. Peterson
Randy Deede	Grace Carlson	Morris D. Holm
John Mahoney	Alice Husfloen	Timothy L. Johnson
Robert N. Lee	Bernice M. Christianson	Wilbur K. Voorhees
Charles D. Orvik	Grace V. Hagen	Darell D. Denich
Lewis C. Jorgenson	Caroline Horne	John Logan
Wayne P. Jones	Sheryl H. Dagman	Dale L. Siebert
Erwin H. Brendel	Joan A. Otto	Kendell M. Eraas
Earle R. Myers, Jr.	Orrin H. Groll	J.D. Latham
Arne F. Boyum, Jr.	Robert Abrahamson	Lester J. Stuber
Robert A. Case	Berma Dudley	Allen K. Olson
Walter M. Lipp	Doris I. Barnstable	Laren Holznagel
Maury C. Thompson	Patricia A. Laubach	Charles D. Soiseth
Robert A. Keogh	Vivian Nordby	Robert Clow
Albert J. Hardy	Robert F. Scott	Jerry Larson
Raymond R. Rund	Tyrone Hauge	Gerald A. LeClerc
Charles J. Gilje	Mabel V. Dalton	Glenn O. Haugen
Larry M. Baer	Kerwin A. Borgen	Loren J. Basol
Stuart A. Larson	Marilyn J. Holo	Robert A. Woods
John F. Burke	Lois Olson	Wayne A. Grinde
Tom P. Slorby	Elmer C. Johnson	Dennis G. Egge
Aloys Wartner III	Mildred Ongstad	LeVon Kirkeide
Gerald Rustad	Cleo Furuseth	Donald G. Hotchkiss

COUNTY OFFICIALS (Cont.)

COUNTY	COUNTY JUSTICES AND COURTS WITH INCREASED JURISDICTION	DIRECTOR OF TAX EQUALIZATION
ADAMS	T.L. Secrest	Richard Ketterling
*BARNES	C. James Cieminski	Elmer M. Ekren
*BENSON	Joel D. Medd	Dorothy Johnson
BILLINGS	Joy V. Chase	Muriel Krogh
BOTTINEAU	Lester Ketterling	Nels Skarphol
BOWMAN	C.H. Strand	Lenniece Kempenich
BURKE	A.J. Pederson	Janet Cron
*BURLEIGH	Dennis Schneider	Sam Gurke
*CASS	Michael O. McGuire	Clarence Miller
CAVALIER	Paul Crary	Harold Sunderland
DICKEY	J.B. Graham	Dorie Baer
DIVIDE	F. Leslie Forsgren	Conrad Skogen
DUNN	Harry L. Malloy	Jerry Mathistad
EDDY	John Hovey	Elder Daugherty
EMMONS	Jerry Huizenga	Aloysius Schmidt
FOSTER	R.C. Heinley	Elder Daugherty
GOLDEN VALLEY	Brian W. Keohane	Gerald C. Berg
*GRAND FORKS	Frank Kosanda	Douglas Knain
GRANT	T.L. Secrest	Marjorie Dixon
GRIGGS	Joel Goplen	Walter F. Kerbaugh
HETTINGER	T.L. Secrest	Duane C. Olson
KIDDER	John W. Jensen	Joan K. Kemnitz
*LaMOURE	Thomas W. Nielsen	Jane Potts
LOGAN	Gerald A. Kuhn	James Hilzendeger
McHENRY	Loren Rasmussen	Anton Burckhard
McINTOSH	Richard E. Herr	Barbara Breitmeyer
McKENZIE	William McLees, Jr.	Jerry M. Mathistad
McLEAN	Richard Carver	Lauren Hunze
*MERCER	Robert A. Mandell	Gary Emter
*MORTON	William G. Engelter	Leon Samuel
MOUNTRAIL	Ralph W. Bekken	Gerald Nichols
NELSON	Idean M. Locken	Hildegard Reineke
OLIVER	Harold M. Albers	Raymond Henke
PEMBINA	Paul T. Crary	Kaye Dalsted
PIERCE	Carlan J. Kraft	Orval Selland
*RAMSEY	Ronald M. Dosch	Ed Daniels
*RANSOM	George Margulies	Ernest Bergeson
RENVILLE	Robert E. Reiser	James A. Rodacker
*RICHLAND	Bayard Lewis	Henry Luther
ROLETTE	J. Howard Stormon	Della M. Gustafson
SARGENT	Stephen M. McLean	Ernest Bergeson
SHERIDAN	Roy H. Swendsen	Lloyd H. Axt
SIOUX	Burt L. Riskedahl	Elliott Jacobson
SLOPE	C.H. Strand	Robert Strommen
*STARK	Thomas Ewing	Frank Koffler
STEELE	Arnold H. Johnson	Ethel Snortland
*STUTSMAN	Harold B. Herseth	Charles Purdy
TOWNER	Lewis Jorgenson	Verna M. Martz
TRAILL	Gene C. Grindeland	Clyde Muir
*WALSH	Ted Weisenburger	Jean Bodmer
*WARD	Halvor L. Halvorson	Donald Siebert
*WELLS	Samuel D. Krause	David Larson
*WILLIAMS	Lawrence O'Connell	Conrad Skogen

*County Court with Increased Jurisdiction

*County with Court of Increased Jurisdiction has no County Justice

COUNTY OFFICIALS (Cont.)

COUNTY COMMISSIONERS (Cont.)

ADAMS COUNTY —
Leonard Jacobs, Reeder
Ellsworth Olson, Hettinger
George A. Ehlers, Bucyrus

BARNES COUNTY —
Lester Abraham, Page
Martin Larson, Kathryn
Gerald H. Didier, Eckelson
W.R. Hansen, Valley City
Clarence E. Lemley, Valley City

BENSON COUNTY —
Claire Paulson, Leeds
Caroll H. Anderson, Warwick
Gordon Twedt, Maddock
Waldo Tollefson, Leeds
Felix Eberle, York

BILLINGS COUNTY —
Philip Malkowski, Fairfield
Frank Rodakowski, Belfield
Bill Syminow, Belfield

BOTTINEAU COUNTY —
Ronald Block, Willow City
Vern Berg, Souris
Ivan Christenson, Kramer
Palmer Hetland, Souris
Oliver Pederson, Bottineau

BOWMAN COUNTY —
Robert McGee, Rhame
Roy Kern, Scranton
David Hanes, Gascoyne

BURKE COUNTY —
LaVern Chrest, Bowbells
Dale Hawbaker, Portal
Willard Grubb, Powers Lake

BURLEIGH COUNTY —
Elmer Klipstein, Bismarck
Ted Klein, Wing
Deanna Hill, Bismarck
Elmer Agnew, Moffit
Clifford Giese, Bismarck

CASS COUNTY —
Patricia R. Wold, Fargo
H.A. Hendrickson, Fargo
Jeannette Stanton, Fargo
Oscar Sondrall, Fargo
J. Palmer Satrom, Page

CAVALIER COUNTY —
Neil H. Romfo, Hannah
Arthur F. Johnson, Hampden
Glen Goodman, Milton
Lloyd E. Hall, Munich
Lloyd Romfo, Walhalla

DICKEY COUNTY —
Gene Young, Edgeley
Earl H. Redlin, Ellendale
Leon Burroughs, Fullerton
Harold F. Tickner, Oakes
Reuben Ulmer, Fullerton

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Roger Knudson, Crosby
Archie Thomte, Ambrose

DUNN COUNTY —
Glenn Eckelberg, Killdeer
Fred Klee, Halliday
Albert Sickler, Gladstone

EDDY COUNTY —
Robert Soderholm, Sheyenne
Bert L. Anderson, New Rockford
Ralph Leichtman, McHenry

EMMONS COUNTY —
Carl Svanes, Kintyre
Russell S. Lawler, Linton
R.D. Gaukler, Linton
O.R. Miller, Strasburg
Edward Fuhrer, Herreid, SD

FOSTER COUNTY —
John Murphy, Bordulac
LeRoy Johnson, Glenfield
John Scanson, Grace City

GOLDEN VALLEY COUNTY —
Lewis E. Odland, Beach
Harold Lowman, Sentinel Butte
Keith Farstveet, Beach

GRAND FORKS COUNTY —
Emmons Christopher, Grand Forks
Neil Hensrud, Grand Forks
Donald "Tim" Matteson, Fordville
Robert Kinney, Manvel
James A. Earl, Grand Forks

GRANT COUNTY —
Walter Sokolofsky, Heil
Ted Koenig, Carson
Ervin Ottmar, Elgin

GRIGGS COUNTY —
Earny Renningen, Binford
Aldo Iverson, Cooperstown
Joe Gruman, Hannaford
Charles Hetland, Sr., Hannaford
K.A. Monson, Cooperstown

HETTINGER COUNTY —
Theo. Strand, Regent
Raymond K. Bieber, Mott
Jacob J. Ottmar, Mott

KIDDER COUNTY —
Clois Hetletved, Robinson
Harris Adams, Steele
Roy Wollschlaeger, Dawson

LaMOURE COUNTY —
Arlee C. Hanson, Marion
Milton Lacina, Berlin
Edward Duden, Jud
Edward Gentzkow, LaMoure
John Mathern, Edgeley

LOGAN COUNTY —
John A. Dorr, Gackle
S.E. Sperle, Napoleon
Harold S. Wittmayer, Fredonia

McHENRY COUNTY —
James W. Olson, Velva
Gerald Krueger, Drake
Art Korman, Deering
Duane Woodall, Deering
Fred Haman, Towner

McINTOSH COUNTY —
Walter R. Meidinger, Wishek
Norman A. Meidinger, Fredonia
John Salzer, Jr., Ashley

McKENZIE COUNTY —
Thomas T. Burns, Watford City
Peter O. Eikren, Alexander
Robert Hanna, Watford City
David L. Jones, Keene
Henry W. Madison, Sidney, MT

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COUNTY OFFICIALS (Cont.)

COUNTY COMMISSIONERS

McLEAN COUNTY —
S.C. Jennings, Washburn
Robert Sorenson, Garrison
Thomas W. Beierle, Mercer

MERCER COUNTY —
Albert Bauman, Golden Valley
Adolph E. Miller, Stanton
Edward Schulz, Beulah

MORTON COUNTY —
Richard Bendish, Fort Rice
Charles Engelter, New Salem
John O. Dahl, Mandan
J.V. LaDuke, Mandan
Michael V. Schaaf, Glen Ullin

MOUNTRAIL COUNTY —
Robert F. Walsh, Parshall
Kenneth O. Lystad, Stanley
Maynard S. Uran, New Town

NELSON COUNTY —
Donald F. Sloan, Lakota
Lynne E. Daws, Michigan
Charles Gehrke, Aneta
Oscar S. Johnson, Pekin
Ronald MacMillan, McVille

OLIVER COUNTY —
Emil Hintz, Hazen
Raymond Ganten, Center
Frank Weisgarber, Hensler

PEMBINA COUNTY —
Albert Steinke, Pembina
Eugene O'Keeffe, Walhalla
J. Oliver Johnson, Edinburg
Esau Renwick, Neche
Wm. L. Grandy, St. Thomas

PIERCE COUNTY —
Marlow Nelson, Rugby
Peter J. Hornstein, Rugby
Sam Munyer, Rugby
Frank N. Schaan, Balta
Nick P. Axtmann, Orrin

RAMSEY COUNTY —
Harry E. Anderson, Edmore
J.C. Connor, Webster
Lloyd Stromme, Crary
Tom C. Goulding, Devils Lake
Lloyd Pederson, Devils Lake

RANSOM COUNTY —
Ernest Fadness, Lisbon
Ted Bott, Lisbon
Elmer Dick, Lisbon
Francis Archbold, Enderlin
Paul Olson, Fort Ransom

RENVILLE COUNTY —
Donald F. Hanson, Sherwood
Donn W. Luebke, Mohall
Lester Rhoads, Glenburn

RICHLAND COUNTY —
Roman J. Berg, Wahpeton
Kathleen Braaten, Wyndmere
Stephen Campbell, Fairmount
Merlin Berg, Wyndmere
Ray Kummer, Colfax

ROLETTE COUNTY —
Bob Leonard, St. John
James Metcalfe, Dunseith
Arnold Lange, Rolla
Alfred Mongeon, Rolette
Grant Foss, Rolette

SARGENT COUNTY —
John Manikowski, Geneseo
Ardell Johnson, Milnor
Walter Orth, Cogswell
Sanford S. Cooper, Brampton
Magnus W. Anderson, Gwinner

SHERIDAN COUNTY —
Albert R. Hausauer, Kief
Roy P. Kensmoe, McClusky
Armin Erdmann, Denhoff

SIOUX COUNTY —
Owen Gullickson, Cannon Ball
Harold Labrensz, McLaughlin, SD
Simon Dillman, Selfridge

SLOPE COUNTY —
Ralph Urlacher, New England
Merle Hayden, New England
Merle J. Clark, Marmarth

STARK COUNTY —
Michael Ehresman, Dickinson
Warren P. Vranna, Dickinson
Reinold Kuntz, Dickinson

STEELE COUNTY —
J.E. Knudson, Finley
Floyd Lyste, Sharon
Norman E. Erickson, Portland
Vernon L. Johnson, Luverne
Miles Lund, Sharon

STUTSMAN COUNTY —
Albert Goter, Woodworth
Don Hastings, Jamestown
John M. Herner, Jamestown
Jacob F. Hoffer, Medina
William "Bill" Meier, Jamestown

TOWNER COUNTY —
James Gibbens, Cando
Duane Haugen, Cando
Harold Bakk, Bisbee
Jack W. Heldt, Munich
Lyle D. Samuelson, Sarles

TRAILL COUNTY —
Roy Ashland, Hillsboro
Hartman Ulland, Galesburg
Sidney Rosholt, Buxton
Erling H. Groth, Mayville
Gilman Wastvedt, Hatton

WALSH COUNTY —
Leonard Fagerholt, Hoople
Arnold Hanson, Grafton
Armond Narlock, Minto
Joseph Nygard, Edinburg
Ernie Shoults, Park River

WARD COUNTY —
Wally Eckmann, Minot
William Glick, Minot
Helen E. Hurly, Minot
Orrin Luchsinger, Minot
Chris Mostad, Minot

WELLS COUNTY —
Harvey J. Lenz, Fessenden
William "Dick" Geier, Heaton
Ralph E. Hager, Sr., Harvey
Gordon Paulson, Harvey
Orval E. Hart, Chaseley

WILLIAMS COUNTY —
Julian Gunlikson, Zahl
Carl H. Oksol, Williston
Lloyd A. Johnson, Williston
Ekof L. Stokke, Williston
Melford Gudvangen, McGregor

RI

F. Legislation and legal materials

M. Studies, surveys and workshops

F 12/5/80

8 0 --H 7536 Not Passed RI:F

STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 1980

AN ACT

RELATING TO STATE PUBLICATIONS

Introduced By: Representatives Lederberg and Friedemann

Date Introduced: March 6, 1980

Referred To: House Committee on Finance

It is enacted by the General Assembly as follows:

SECTION 1. Title 29 of the General Laws entitled "Libraries," is hereby amended by adding thereto the following chapter:

CHAPTER 29-7

STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

29-7-1. Purpose. -- It is hereby stated to be the purpose of this act to establish a state publications depository and distribution center to provide for the systematic collection and distribution of state publications to libraries throughout the state so as to facilitate public access to publications issued by state agencies.

29-7-2. Definitions. -- As used in this chapter:

(a) "State agency" means any state office, whether legislative, executive, or judicial, including, but not limited to, any constitutional officer, department, division, bureau, board,

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commission or any other agency which expends state appropriated funds.

(b) "State publication" means any multiply-produced material, regardless of format or purpose, which is produced, purchased for distribution, or authorized by any state agency, including any printed or microphotographic form of communication, with the exception of correspondence, interoffice and intraoffice memoranda.

(c) "Depository library" means a library designated to collect, maintain and make available state publications to the general public.

29-7-3. State Publications Depository and Distribution Center. -- There is hereby created, as a section of the state library, and under the direction of the state librarian, a state publications depository and distribution center, hereinafter referred to as the center. The center shall promote the establishment of an orderly depository library system. To this end the department of state shall adopt rules and regulations necessary to carry out the provisions of this act.

29-7-4. Deposits of State Publications. -- Each state agency shall designate one person as its documents officer and shall notify the center of his identity. The documents officer shall, upon release of a state publication, deposit with the center copies of the publication in quantities certified to the documents officer by the center as required to meet the needs of the state library and the depository library system.

29-7-5. Depository Library Contracts. -- The center may enter into depository contracts with any municipal library, public library, state college or state university library, private college or university library or research library in the state of Rhode Island, and out-of-state research libraries. The requirements for eligibility to contract as a depository library shall be established by the center. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state.

29-7-6. List of State Publications. -- The center shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies and legislators, an official list of state publications with an annual cumulation.

SECTION 2. This act shall take effect upon passage.

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JP095
=====

EXPLANATION

BY THE LEGISLATIVE COUNCIL

OF

AN ACT
RELATING TO STATE PUBLICATIONS

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This act would create, in a section of the state library, a state publications depository and distribution center for the purpose of collecting and distributing state publications to libraries throughout the state.

The act would take effect upon passage.

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JP095
=====

FISCAL NOTE REQUEST
FORM BA-1 (REV. 1-80)
FORWARD FIRST FOUR COPIES TO BUDGET OFFICER
1. WHITE — HOUSE FISCAL ADVISOR
2. ORANGE — LEGISLATIVE COMMITTEE
YELLOW — HOUSE/SENATE FIN. CHMN.
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5. GREEN — INITIATING

K

State of Rhode Island and Providence Plantations
GENERAL ASSEMBLY

STATE FISCAL NOTE

REQUEST NO.	BILL NO.	COMMITTEE
69	80-H 7536	House Finance

DATE OF REQUEST	REQUESTED BY
3/13/80	House Finance

DATE DUE	DATE RETURNED
3/21/80	3-21-80

SUBJECT/TITLE:

State Publications Unit

FACTS/ASSUMPTIONS FOR BASIS OF ESTIMATE:

) Assume one clerical position needed to handle reproduction and mailing of publications.

) Assume copier unit needed to reproduce documents.

) Assume mailing costs to depository libraries.

SUMMARY OF STATE FISCAL EFFECT:

If 80-H 7536, relating to state publications were enacted into law and become effective on July 1, 1980, the state library would be required to establish a depository library system in which state documents are to be made available to local depository library centers. The below costs would result:

	Fiscal Year Cost to State		
	1979/80	1980/81	1981/82
Clerical position (1)		13,096	14,013
Postage		1,000	1,100
Rental of equipment		6,000	6,420
Office equipment		1,800	
Total Cost	-0-	21,896	21,533

PREPARED BY (AGENCY)
Division of Budget/State Library

APPROVAL OF BUDGET OFFICER

DATE
24
3/21/80

APPROVAL OF FISCAL ADVISOR
☑ YES ☐ NO

DATE
3/21/80

FISCAL ADVISOR

COMMENTS

786

Mrs Florence P. Bundeson
53 Potter Street
Pawtucket RI 02860

P. 2.c
M

Rhode Island Library Association Bulletin

PUTTING IT ALL TOGETHER: STATE LIBRARY AND INFORMATION SERVICES A RILA/CRIARL WORKSHOP

On June 5, 1980, the Rhode Island Library Association and the Consortium of Rhode Island Academic and Research Libraries cosponsored a "Spring Conference" during which 100 librarians from the New England area spiritedly discussed the Rhode Island Governor's Conference "Umbrella" Resolution. All of the speeches given, the ensuing discussions and the attendees' conclusions came together to provide an informative, useful, and rousingly successful morning for the group. Presented below is a kaleidoscope of the presentations - some in summary form, some reprinted in their entirety.

The Rhode Island Governor's Conference on Library and Information Services adopted the following resolution:

The Rhode Island Governor's Conference on Library and Information Services adopted the following resolution:

Resolved that ...

The Rhode Island General Assembly enact legislation to establish a Board of Commissioners, appointed by the Governor, for library, archives, and information services. The Board shall govern a newly formed Department of Library, Archives, and Information Services, which is to have responsibility for all of the functions and activities currently under the Department of State Library Services (DSLS), the State Library, the State Archives, the State Records Center, the Court Records Center, and the State Documents Distribution System, in the following manner: a Division of State Information Services; a Division of Archives and Records; a Division of State Library Services. The Board shall prepare and submit to the General Assembly the annual budget request for all library, archives, and information service programs within the scope of its responsibility. It shall appoint as a Director of the Department a person who holds a master's degree in library science from a school accredited by the American Library Association and shall appoint administrators who have appropriate professional qualifications.

Nancy Peace, Professor of Library Science at Simmons University, on an overview of the issues:

The Umbrella Resolution:
How We Came to be Here Today

In 1973 the Rhode Island Historical Society (RIHS) library staff was trying to develop a collecting policy for published state documents. The society's existing collection was extensive, but had numerous gaps. Collection of currently published documents could only be described as haphazard. Since the society was a member of the Consortium of Rhode Island Academic and Research Libraries (CRIARL), and most other CRIARL members also collected state documents, we decided it might be helpful to ascertain what other CRIARL institutions were collecting before we made a final decision about our own collecting objectives.

CRIARL members were delighted to address the issue of state documents. They indicated that this material had been a tremendous problem for a long time. First, reference staff and government documents librarians were often unable to determine what was published because the state documents office did not produce catalogs or bibliographies. Second, those titles which were supposed to be delivered on an ongoing basis were often not received because the delivery system was unreliable. Finally, because the systems for bibliographic control and document delivery were so poor, both current and retrospective collection at all CRIARL libraries were incomplete.

Wrong
Checklist
Proves
Bibliography
issued
every
two years

All reports
mailed to
R.I. + other
State Library
as
received in
Documents
Distribution

After consultation with State Librarian, Elliott Andrews, who was responsible for the documents office, CRIARL members decided to form a committee to seek a way of improving the distribution of this important material. Reference and documents librarians from each CRIARL library served on the committee. Other interested parties were asked to join. Among those who joined the committee, which was named the State Documents Project, were Elliott Andrews, State Librarian; Elizabeth Meyers, Director of the Department of State Library Services; Paul Bazin, representing the Rhode Island Library Assoication; and the directors of the Warwick, Pawtucket, and Westerly Public Libraries. Providence Public Library was represented in the committee because it was a member of CRIARL.

No longer
is this true
Reports not
sent except
upon
request
F. Bundesen

Members of the State Documents Project devoted several meetings to ascertaining the scope of the problem. They concluded that the best course would be to employ a consultant, preferably from outside the state, who would study Rhode Island's existing documents delivery system and suggest ways of improving it.

records is being developed. These projects will come to nought however, unless legislation to insure a coordinated and adequately funded program of care for the state's documents, records and archives is enacted by the General Assembly. The legislation being discussed today is the fourth attempt to achieve such legislation. Let us all work to insure that it will be the last.

****

Kevin Logan** and Dr. Zofia Sywak*, of the Rhode Island Historical Records Survey on the

Rhode Island Historical Records Survey: Proposals and Prospects

The Rhode Island Historical Records Survey Project shares the concern of the Rhode Island Library Assoication regarding the functions and activities of the State Archives. It was due to this concern that the Project came into existence. The Project was developed by the Rhode Island Historical Records Advisory Board, created by Executive Order in 1976. The Advisory Board was established at the intitative of the National Historical Publication and Records Commission (NHPRC) which requested each state to create an Advisory Board to assist it in evaluating grant applications from that particular state.

Originally, NHPRC was concerned solely with publication and has funded such notable works as the Woodrow Wilson Papers, the Alexander Hamilton Papers, the Thomas Jefferson Papers, the Frederick Douglass Papers, and currently the Nathaniel Greene Papers at the Rhode Island Historical Society. Working with programs that dealt with archives and manuscripts, NHPRC recognized that there was a greater need then solely that of preparing certain collections of national renown for publication. The whole area of archives and manuscripts needed a source of funding to develop new and innovative projects in the field and to assist some repositories in organizing and preserving their holdings. It was due to the latter acitivities that State Advisory Boards were created to assist NHPRC in identifying projects that warranted funding.

The Rhode Island Historical Records Advisory Board soon recognized that it had no frame of reference for judging which projects warranted funding, since no overview existed of Rhode Island records located in the State. Therefore, as its primary task the Board developed a project to survey all historic records and shortly the Project was funded and began its activities in July 1979.

Study and Recommendations, were the following:

(1) expansion of the documents program, including collecting, processing and distribution. Addition of a professional librarian and a clerk was also recommended.

(2) designation of documents depositories, using a two level system. Full repositories would receive and be responsible for keeping all documents published by the state. Partial repositories would receive only those documents the librarian believed would be useful to that library's clientele. Partial depositories would have no responsibility for retaining materials in permanent collections. Only the state library and the University of Rhode Island library were proposed as full depositories.

(3) joining of the state records center, state archives, and state library into a single administrative agency within the Office of the Secretary of State. The report also called for development of a strong professional program with clearly defined responsibilities and job descriptions for the agency.

(4) construction of a new building which would house the Department of State Library Services, Archives, Records Center, and parts of the State Library.

(5) that future governor's papers be considered state papers and be placed in the archives.

While the CRIARL recommendations differed somewhat from the recommendations of the earlier reports, these differences were primarily the result of the existence, in 1975, of the Department of State Library Services. This department had assumed many of the coordinating responsibilities recommended by Humphrey and the legislative commision. Neither McDonough nor members of the State Documents Project believed that the political climate was condusive to incorporating documents, records and archives programs under DSLS - the legislature had rejected such a proposal in the 1960's. A parallel agency, within the Department of State appeared more feasible to most of us.

The timing of our work seemed auspicious. Shortly after our report was published, Congress passed the National Historical Publications and Records Act. Members of the State Documents Project and CRIARL acted quickly to submit a list of candidates qualified to serve on the State Records Advisory Board required by the NHPRC legislation. Rhode Island could have been the first state organized to apply for funds, but the governor took a year to appoint the committee. Work on a statewide records survey is finally underway and a master plan for archives and

Initially, the Project addressed itself to the problem of identifying historic records, first on the State level and later on the municipal level and in private repositories. As the Project developed, however, it became evident that a greater need existed - that of developing a records program for Rhode Island. As it was, the Project was already using various segments of records management to identify actual and potential archival records.

In the process of developing the preliminaries of a statewide records program, the Project addressed itself to the concept of the State Archives, its functions and purposes, and why, as it presently exists, it is not as effective as it could be. In the search for answers, the premise emerged that the "State Archives" is the final step in a records program, the repository of all permanent official State records retained for the use of the State. This concept differs from the popular belief that the State Archives is the guardian of the history of Rhode Island for the use of the Ph.D. candidate and the general public. That is not to say that the Archives does not serve that function. It is the guardian of the history of the State so far as that history is contained in official State documents and it is open to the general public, be they scholars, researchers or just curious citizens. Its primary function, however, is to service the State itself and here it has sadly fallen short.

Hopefully, the Records Program will correct this problem. Once the State Archives becomes a viable institution serving the State, the existing problems of lack of space, staff, and funds will be rectified partly, if not completely. When the Archives plays a significant role in the activities of the State, when it is used by State officials and by the Legislature, and when it is effective in the services it renders to State government, the State will recognize its value and insure that sufficient funding is available for accessioning, processing and servicing of State records. By upgrading the processing and servicing of information for its own use, the State is making it so that much more is available to the general public. In short, the more effective and efficient the Archives is in serving the State, the more effective it will be in serving the public.

This Project aims at creating a viable State Arhives whose primary function will be to service the State. To achieve this goal, the Project will address itself to the development of a records program during the 1980-81 fiscal year.

First, it will continue with the survey of all state records to identify the type of records created, their needs and function, and their volume.

Secondly, it will develop a program which will join the various records related activities under one administrative office. Presently the State Archives is under the Secretary of State and the Record Center is in the Department of Administration. Combining the various records related activities will make it much easier to track records through the various stages of their life span. In conjunction with this, records will be scheduled, that is, the various stages of their life span will be identified along with their final destination. Schedules will be developed in conjunction with legal specifications, fiscal needs and administrative needs and functions. Once schedules are developed one will know the value and final destination of a record the minute it is created, as well as the various stages in its life span.

Once a records management program is devised, the Archives program will be refined and [illegible]ented. This will entail the transfer of permanent and historic records to the Archives, the processing of various records series, the developing of finding aids and the restoration of certain records where necessary.

All of these activities will require eventual expansion of facilities, personnel and funds. Initially, the program will begin with existing resources.

Once the State Government recognizes the benefits that it can reap from the Project, its activities and needs will be expanded to produce an all inclusive records program which may even culminate in a State Archives Building as it did in Florida, New York and New Jersey.

To achieve this goal the Project will need all the friends it has and all the support it can get.

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*Dr. Zofia Sywak is Project Director, Rhode Island Historical Records Survey.

**Kevin J. Logan is Assistant Director, Rhode Island Historical Records Survey.

The next two speakers, Nancy Chudacoff* and Judith Pontarelli**, focussed on various aspects of the "umbrella" resolution. Nancy described the process by which the resolution was drafted at the Governor's Conference, and the establishment of the "umbrella committee." She also impressed upon the group the need to look carefully at the reorganization plans, because "The purpose of the umbrella resolution is not only to give patrons and librarians the kinds of services that DSLS has traditionally provided, but also to see that patrons and librarians have access to the full range of information by and about Rhode Island, that the various state agencies can and should provide."

Finally, Judith spoke about the organizational patterns of other state library agencies, 47 of which combine direct library services to state government and library services to citizens through public libraries under one administrative unit Judith's survey led her to recommend that the "umbrella" resolution be passed - "not as an intra-rational model, but as a practical vehicle: to provide a broader view and to share resources in Rhode Island."

After the presentations, the issues were discussed by small groups, each of which was led by a moderator and reported on by a recorder at the final general session. The group reports were distilled in concluding comments by Dean Bernard Schlessinger***, who made the following points:

(1) The ultimate goal of the "umbrella resolution" is better control of and access to the resources of the state.

(2) The politics of reorganization should include:
   a) consciousness raising actions for legislators, librarians, and heads of agencies,
   b) the coordination of new legislation by legislators, librarians, and heads of agencies,
   c) considerable attention to the "power people" in the state (ie, personnel, advisory boards, the governor, and legislators),
   d) a careful plotting out of monies involved,
   e) attention to missing services, including direct

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*Nancy Chudacoff is former director of the Rhode Island Historical Society Library.

** Judith Pontarelli is the Government Documents Librarian at Adams Library, Rhode Island College.

*** Bernard Schlessinger is Dean of the Graduate Library School, URI.

services to citizens and legislators, referral services, identification and retrieval of documents, and better access to bibliographic data bases,

f) the drafting of legislation to be refined at the RILA Fall Conference, and

g) active participation by the library community.

Certainly, Dick Olsen's* able organization and moderation of the proceedings of the conference will help to bring these suggestions to fruition.

AMERICA'S GREATEST BARGAIN-
THE LIBRARY

RILA's Public Relations Committee is in the midst of preparing a slide-tape presentation, "AMERICA'S GREATEST BARGAIN-THE LIBRARY" that will introduce Rhode Island small business people to the world of information, resources and assistance available through their local public libraries. The presentation, written by a subcommittee chaired by Howard Boksenbaum**, portrays examplary interactions of business people with their librarian and with other small business folk that demonstrate the usefulness of libraries.

Script written and storyboard mapped out, the committee is now casting and has begun shooting under the direction of co-chair Dorothy Frechette***. Voices are needed for a tool sales franchise operator, an established entrepeneur, and a late

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* Dick Olsen is Director, Adams Library, Rhode Island College.

**Howard is Coordinator, Interrelated Island Library System.

*** Dorothy Frechette is Supervisor of Media Services, DSLS.

M 12/5/80

RI:M

I. REORGANIZATION OF STATE LIBRARY, ARCHIVES, AND INFORMATION SERVICES

YES 113 NO 2

Resolved that . . .

The Rhode Island General Assembly enact legislation to establish a Board of Commissioners, appointed by the Governor, for library, archives, and information services. The Board shall govern a newly formed Department of Library, Archives, and Information Services, which is to have responsibility for all of the functions and activities currently under the Department of State Library Services (DSLS) the State Library, the State Archives, the State Records Center, the Court Records Center, and the State Documents Distribution System, in the following manner: a Division of State Information Services; a Division of Archives and Records; a Division of State Library Services.

The Board shall prepare and submit to the General Assembly the annual budget request for all library, archives, and information service programs within the scope of its responsibility. It shall appoint as a Director of the Department a person who holds a master's degree in library science from a school accredited by the American Library Association and shall appoint administrators who have appropriate professional qualifications.

II. CONSOLIDATION OF LIBRARY AND CULTURAL SERVICES

YES 107 NO [illegible]

Resolved that . . .

The present DSLS be expanded into the proposed Department of Libraries and Cultural Services by including the present Ethnic Heritage Commission, R.I. State Arts Council, R.I. Committee for Humanities, and Historical Preservation Commission as divisions.

II. REGIONAL LIBRARY SERVICE

Resolved that . . .

YES___ NO___ A

To obtain equal regional library services for all the citizens of Rhode Island, the Advisory Board of Library Commissioners shall meet with the coordinators for each of the five interrelated library systems and the directors of the regional center libraries and the principal public library to formulate a method to equalize system services and the funding in support of those services.

B YES____ NO____

One dollar per capita be provided by th General Assembly for the principal publ library and the four Interrelated Libr Systems (ILS). For fiscal year 1980, Providence population will be set at 175,000. The population of each ILS wi include the population of the city of t regional office.

SC

F. Legislation and legal materials

SC:F3

1/5/81

REPRINT
AMENDED SECOND TIME
January 15, 1980

Calendar No. H. 2389

Introduced by REPS. KEYSERLING, BEASLEY, PRACHT,
J. HARRIS, BARKSDALE and WASHINGTON

Printer's No. 139—H. Read the first time February 1, 1979.

A BILL

To Amend the Code of Laws of South Carolina, 1976, by Adding Chapter 2 to Title 60, so as to Provide for the Establishment of the State Documents Depository as a Function of the State Library and Require All State Agencies, Departments and Institutions to Furnish Copies of State Publications to the Depository; and to Amend Section 60-1-50 Relating to the Powers and Duties of the State Library Board so as to Authorize the Board to Administer the Functions of the State Depository and Implement Exchange Agreements With Out-of-State Agencies and Libraries. Amend title to conform.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The 1976 Code is amended by adding Chapter 2 to Title 60 which shall read:

"Chapter 2

State Documents Depository

Section 60-2-10. The following words and phrases when used in this chapter, unless the context indicates otherwise, shall mean:

(a) 'Complete depository' is a place, usually a library, that requests and receives at least one copy of all state publications;

(b) 'Selective depository' is a place, usually a library, that requests and receives one copy of selected state publications;

(c) 'Depository system' is a system in which copies of all state publications are deposited in one central depository or library for distribution to other designated depositories or libraries;

(d) 'State publication' means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine or other similar written material excluding inter-

office and intraoffice communications issued in print by the State, any state agency or department or any state-supported college or university for the use or regulation of any person; it shall also include those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency; and

(e) 'Print' means all forms of duplicating other than the use of carbon paper.

Section 60-2-20. Notwithstanding any other provision of law, the South Carolina State Library shall be the official state depository of all state publications, with the responsibility for organizing such publications and for providing bibliographic control over them and shall distribute state publications to all libraries participating in a depository system established by it.

The State Library shall also forward such publications to and receive such publications from out-of-state libraries, departments and agencies with whom the State Library has implemented an agreement to exchange such publications. The provisions of this section shall not affect the duties of either the Legislative Council or the Code Commissioner as provided for by law.

Section 60-2-30. All state agencies, departments and state-supported colleges and universities shall forward to the State Library at least fifteen copies of every state publication that such agency, department, college or university prints or causes to be printed within fifteen days after such printing. *Provided,* that additional State funds be used only in the publication and mailing of said State publications, and not in their handling and storage. The State Librarian may waive the deposition of any agency publication if:

(1) The publication is of ephemeral value;

(2) Less than ten copies are to be printed; or

(3) The issuing agency requests a waiver.

Provided, the State Library shall make a report to the General Assembly by January, 1981, on the cost of compliance, to include, but limited to, the cost of storage space, clerical and librarian help, mailing and handling; and new positions and additional space that may be required for the State Library and each of the depository libraries.

Section 2. Section 60-1-50 of the 1976 Code is amended by adding at the end:

"(9) Organize a system of complete and selective depository libraries in South Carolina for state publications to ensure that such publications are readily accessible to the citizens of the State."

Section 3. This act shall take effect July 1, 1980.

———XX———

TN

B. Letters and commentaries
D. Forms and form letters
F. Legislation and legal materials
M. Studies, surveys and workshops

12/5/80

TN:B1

B

OFFICE OF THE PRESIDENT

MAR 11 1974

RECEIVED

Winfield Dunn
Governor

State of Tennessee

March 8, 1974

Dr. Billy M. Jones
President
Memphis State University
Memphis, Tennessee 38152

Dear Billy:

It is a pleasure for me to designate Memphis State University as a depository for state documents. Tennessee state government has a real need to retain, in an expert manner, that information which is essential to its operation and history. I am aware that this is not an easy responsibility to fulfill. However, I am certain that Memphis State University has the necessary qualifications to meet this new obligation which will increase in difficulty as state government grows and becomes more complex.

I want to thank Memphis State University for accepting this additional responsibility. I am pleased that one of our state's fine institutions of higher learning will have these additional resources available for their appropriate use and preservation.

With kindest best wishes, I am

Sincerely,

Winfield Dunn

Winfield Dunn

WD:sh

cc: Joe Carr, Secretary of State
Library and Archives
Dr. C. C. Humphreys
Commissioner Carmichael
Lester Pourciau, MSU Librarian

B

12/5/58

RECEIVED TN:B2
JAN 10 1979
PRESIDENTS OFFICE

STATE OF TENNESSEE

RAY BLANTON
Governor

EXECUTIVE CHAMBER
Nashville 37219

January 8, 1979

Dr. Arthur H. DeRosier, Jr.
President
East Tennessee State University
Johnson City, Tennessee 37601

Dear Dr. DeRosier:

Under the authority granted to this office by the Tennessee Code Annotated, Section 12-607, I am pleased to designate the Sherrod Library of East Tennessee State University as a depository for State documents and publications issued by any official of the State. This designation should assist East Tennessee State University in providing better services to the total community in upper East Tennessee.

Please accept my best wishes for your continued success.

Sincerely,

Ray Blanton

Ray Blanton

RB:jgs

cc: The Honorable Gentry Crowell
Secretary of State

12/15/74

TN:D

TENNESSEE
EXECUTIVE CHAMBER
NASHVILLE 37219

[illegible]
GOVERNOR

WILLIAM L. BARRY
EXECUTIVE ASSISTANT

Sample of memo that should be sent to all departments, boards, commissions, etc. periodically.

MEMORANDUM

TO: ALL DEPARTMENT HEADS

FROM: William L. Barry

SUBJECT: Providing Official Documents for State Library

Section 12-610, Tennessee Code Annotated, directs that two copies of every official state publication be sent to the office of the Secretary of State in order that same may be deposited with the State Librarian for use in the Library and Archives building and certain other depositories.

We have discussed this matter with the Secretary of State and have agreed that these documents may be sent directly to the Library from each state department.

It will be helpful if someone in your department is charged with the responsibility for sending two copies of EVERY official publication to the State Library. Under Section 12-608, Tennessee Code Annotated, these documents will include all reports of "officers of the state published under the authority of the State or any official thereof."

The Library will keep a check list in order to maintain a current listing of the material received. These documents should be sent to:

Mrs. Frances M. O'Dell
Director
State Library Division
State Library and Archives

Your cooperation in this matter will be appreciated.

TN:F

12-6-106. **Documents distributed with acts.** — All other public documents, required to be distributed by law, may be distributed with the acts and journals. [Code 1858, § 37; Shan., § 54; Code 1932, § 78; T.C.A. (orig. ed.), § 12-606.]

12-6-107. **Libraries as depositories for documents.** — The state library at Nashville, the library of the University of Tennessee, at Knoxville, the Cossitt Library at Memphis, and such other libraries as the governor may at any time name are designated depositories for state documents and for all publications issued by any official of the state. [Acts 1917, ch. 42, § 1; Shan. Supp., § 1387a7; Code 1932, § 2283; T.C.A. (orig. ed.), § 12-607.]

Section to Section References. Sections 12-6-107 — 12-6-112 are referred to in § 12-6-109.

12-6-108. **Publications to be deposited.** — The publications and documents referred to shall include:

(1) The acts and journals of the legislature, the reports of the Supreme Court, and such other courts as shall have their decisions reported by the attorney general and reporter of this state, or shall be required by any act or resolution of the legislature;

(2) The periodical reports of officers of the state and any special reports that may from time to time be made by state officers or committees of the legislature or other committees provided for by law;

(3) Such other reports or statements as may be published under the authority of the state, or any official thereof. [Acts 1917, ch. 42, § 4; Shan. Supp., § 1387a11; Code 1932, § 2287; T.C.A. (orig. ed.), § 12-608.]

12-6-109. **Notice of publications and forwarding of copies to secretary of state.** — It shall be the duty of every officer of this state making any publication or in charge of the printing of any document for the state to notify the secretary of state of its publication and to send to the secretary of state such number of copies as he shall demand in accordance with the provisions of §§ 12-6-107 — 12-6-112. [Acts 1917, ch. 42, § 3; Shan. Supp., § 1387a10; Code 1932, § 2286; T.C.A. (orig. ed.), § 12-609.]

12-6-110. **Copies furnished each depository.** — The secretary of state shall keep a list of such documents and publications as are at any time issued by the state, or by any official thereof and shall notify the person in charge of the making of such publication or the issuance of such documents to furnish him with two (2) copies for each of the depositories so designated, and he shall send, at the expense of the state, two (2) copies of each document or publication to the librarian or person in charge of each of the depositories. [Acts 1917, ch. 42, § 2; Shan. Supp., § 1387a8; mod. Code 1932, § 2284; C. Supp. 1950, § 2284; T.C.A. (orig. ed.), § 12-610.]

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12-6-111. Exchange copies for university. — He shall also notify the person in charge of the making of such publication or the issuance of such documents to furnish him with thirty (30) additional copies of each document or publication which he shall distribute, at the expense of the state, upon the requisition of the University of Tennessee. [Acts 1935, ch. 181, § 3; C. Supp. 1950, § 2284; T.C.A. (orig. ed.), § 12-611.]

12-6-112. Care of depository copies. — It shall be the duty of the librarian or other person in charge of each depository to give receipt for and carefully preserve all state documents and publications so received. One (1) of the two (2) copies shall be lendable on application, to the persons, if any, allowed to take other books from the library of the depository. The other copy shall not be allowed to be taken from the premises of the depository. [Acts 1917, ch. 42, § 2; Shan. Supp., § 1387a9; Code 1932, § 2285; T.C.A. (orig. ed.), § 12-612.]

Section to Section References. Sections 12-6-107 — 12-6-112 are referred to in § 12-6-109.

12-6-113. Exchanges by state librarian. — The state librarian and archivist may, from time to time, procure from the general government, any foreign government, or from any state or territory within the United States, the public acts, and law and e[illegible] reports of such government, state or territory, by exchanging the pub[illegible]cts or reports of this state. [Code 1858, § 38 (deriv. Acts 1843-1844, ch. 135, § 2); impl. am. Priv. Acts 1859-1860, ch. 53, § 2; Acts 1879, ch. 31, §§ 1, 6; Shan., § 55; mod. Code 1932, § 79; impl. am. Acts 1951, ch. 197, § 1; T.C.A. (orig. ed.), § 12-613.]

12-6-114. Delivery of exchange copies. — There shall be sixty (60) copies of the public laws and documents, and of the Supreme Court reports, delivered to the state librarian and archivist, to enable the librarian to make these exchanges. [Acts 1879, ch. 31, § 8; Shan., § 51; mod. Code 1932, § 80; impl. am. Acts 1951, ch. 197, § 1; T.C.A. (orig. ed.), § 12-614.]

12-6-115. Expense of exchanges. — The secretary of state shall adjust all accounts for freight, storage, and other necessary charges on books and documents transmitted for the use of the state from the general or foreign government or from any state or territory of the United States, the amount of which shall be paid by the treasurer upon the warrant of the commissioner of finance and administration. [Code 1858, § 39 (deriv. Acts 1843-1844, ch. 135, § 1); Shan., § 56; mod. Code 1932, § 81; impl. am. Acts 1937, ch. 33, §§ 24, 29; C. Supp. 1950, § 81; impl. am. Acts 1959, ch. 9, § 3; impl. am. Acts 1961, ch. 97, § 3; T.C.A. (orig. ed.), § 12-615.]

THE USE OF TENNESSEE STATE GOVERNMENT PUBLICATIONS

TN:M

Gary R. Purcell

Ten libraries in Tennessee distributed questionnaires to users to ascertain why and how citizens use state government publications. Responses were analyzed for frequency of library use, reasons for use and non-use of state publications, occupation of respondents, methods of identifying and locating state publications, and other characteristics. Specific recommendations for action are included at the end of the article.

Each year the government of Tennessee, through its various agencies, publishes and distributes a substantial number of publications. These include information of significance to the business community, the academic community, the legal profession, and the citizens of the state. Other publications provide a permanent record of the operations of the state government. Although state government publications are underutilized, the value of state publications has been well documented in the professional literature and is clearly understood by many librarians. An extract from an article by Hernon illustrates this.

> The literature of librarianship contains many references to the fact that state publications comprise an underutilized library resource yet they contain useful, even vital information. They may provide necessary insights and perspectives and the most thorough or only access to governmental activities, state, regional and local. Their primary reference value is the detailed, current statistical data they contain; information as to governmental structure, activities and personnel; reports of agencies whose functions and activities are not reported elsewhere; the listing of publications issued by state agencies; and a wealth of other published information. These publications merit inclusion in documents and research collections.[1]

The value and utility of state government publications should be reflected in efforts by the state to assure their systematic distribution and in efforts by public, academic, and special libraries to provide access. However, observation suggests that only limited resources have been expended in Tennessee to assure the availability of state publications. William C. Robinson reports elsewhere in this issue that only 25% of the responding public libraries and 50% of the responding academic libraries acquire Tennessee state publications and only six libraries report holdings of more than 500 publications. Without a commitment to increase the availability of state government publications, access to them will remain limited.

Little is known about the state government's commitment to disseminate published information to its citizens. As a result of the Robinson study, information is available about the efforts of public and academic libraries to acquire state publications and to make them available. However, we also need to know why and how citizens of Tennessee use these publications. The literature fails to provide information to answer this important question. Weech presents a reasonably comprehensive review of the use of U.S. government publications, and although some of the studies noted by him deal tangentially with state publications, none deals with this directly.[2] More recently, Hernon completed a dissertation on the use of government publications by faculty members in four social science disciplines.[3] Although Hernon's study was largely concerned

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Gary R. Purcell is Professor, Graduate School of Library and Information Science, University of Tennessee, Knoxville.

with the use of federal publications, he included evidence which provides some understanding of the use of state and local government publications by social scientists. His findings and conclusions that apply to the use of state publications are useful but do not allow us to generalize to nonacademic use.

Tennessee state government agencies need information about use and users if they are to provide for appropriate distribution of their publications by libraries which need the same information to make appropriate selection, acquisition, and organization decisions. In the past this information has not been available. The purpose of this article is to summarize the results of a study which investigated the characteristics of the users and non-users of Tennessee state publications as well as the patterns of use.[4]

The following questions form the heart of the study and are reported in this article:

1. What are the characteristics of persons who use Tennessee state government publications and, conversely, what are the characteristics of those persons who do not use state government publications?
2. What are the reasons for the non-use of state government publications?
3. For what types of materials do persons use Tennessee state government publications?
4. How do persons locate and identify the Tennessee state government publications which they use?
5. What is the age of the Tennessee state government publications consulted most frequently?

METHOD

In order to obtain data which would answer these questions, a questionnaire was prepared and distributed to users of 10 libraries selected to represent different types and sizes of libraries and the different geographical regions of the state. The participating libraries were:

A. *Public Libraries*: Memphis Public Library; Oak Ridge Public Library; Kingsport Public Library; Chattanooga Public Library

B. *Academic Libraries*: Carson-Newman College; University of Tennessee, Chattanooga; Vanderbilt University

C. *Special Libraries*: Municipal Planning Commission Library, Knoxville; Tennessee Department of Economic and Community Development Library, Nashville; State Library and Archives, Nashville

All libraries contacted agreed to participate and were given questionnaires to systematically distribute to their users. Library staff members distributed the questionnaire in September, 1979, collected the completed forms, and returned them to the researcher. The questionnaire was adapted from that used by Hernon and appears at the end of this article.[5] The total number of completed questionnaires was 346 of which 182 were completed in public libraries (53%), 128 were completed in academic libraries (37%), and 36 in special libraries (10%).

The nature of the data which was received from the questionnaires was in most cases nominal. For this reason the analysis was limited to a descriptive analysis using the *Statistical Package for the Social Sciences.* Because the questionnaire was administered to library users in 10 selected Tennessee libraries,

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the findings of this study are tentative and may not be generalized to the population of the state as a whole. In fact, the findings may not represent all users in the participating libraries. However, the data still represent an important first step and provide some useful insights about the use of state government publications in Tennessee.

FINDINGS

1. Characteristics of the Users

Three characteristics of library use were examined. The first was the type of library which the respondents used when they completed the questionnaire. This was reported above. The second characteristic was the frequency with which respondents used the library. Table 1 presents this information.

Respondents overwhelmingly identified themselves as frequent users of the library, defined here as 16 or more times during the past year. Frequent users accounted for 209 persons or 61% of the respondents. Moderate users, or persons using the library 6-15 times, totaled 75 or 22% of the respondents. Infrequent users, defined as persons using the library three or fewer times, total 58 or 17%. Thus the preponderant number of respondents were moderate to heavy users of the library. This information is important when related to the next characteristic of the population surveyed, *i.e.*, frequency of use of Tennessee state government publications. Of the 337 respondents who answered both questions regarding use, 187 or 55% indicated they use state publications one or more times during the year. Table 2 reports the relationship between frequency of library use and frequency of state publication use.

Over 38% of those surveyed who were heavy users of the library made no use of state publications. If one adds mod-

Table 1

Frequency of Respondents' Library Use During the Previous Year

No. of Times Used	N	%
1- 5	58	17
6-10	52	15
11-15	23	7
16-20	20	6
Over 20	189	55

N = 342

Table 2

Frequency of Library Use Within the Previous Year by Frequency of Use of Tennessee State Publications in the Previous Year

	Library use					
Gov. Pubs. Use	1-5	6-10	11-15	16-20	Over 20	Total
0	29	31	11	11	68	150
1- 3	20	12	10	5	48	95
4- 7	4	5	2	3	20	34
8-11	2	1	0	1	11	15
12-15	0	0	0	0	5	5
Over 15	2	3	0	0	33	38
Totals	57	52	23	20	185	337

N = 337

erate library users to the heavy users, the percentage jumps to 59%. Thus, nearly half of the moderate to heavy users surveyed do not use Tennessee state publications. The use of state publications is nevertheless heavier among those persons who *are* frequent users of the library than among moderate to infrequent users. Of the 187 persons who reported using state publications, 126 or 67% were heavy users of the library, 33 or 18% were moderate users, and 28 or 15% were infrequent users.

The population surveyed was not limited to indicating use of state publications in the library, but was unrestricted as to where they were used. Even among a sample which is moderately to heavily oriented toward the use of published materials, nearly half of the users surveyed indicate no use whatsoever of Tennessee state publications.

2. *Reasons for Infrequent or Non-use of Tennessee State Government Publications*

The identification of reasons for infrequent or non-use of Tennessee state government publications was an important objective of this study. Respondents were asked to indicate reasons for infrequent or non-use of these materials. Responses indicate a considerable lack of awareness of the nature of Tennessee state publications. Nearly 37% of the infrequent users (127) were unaware of the type of information published by the State of Tennessee. A lesser number, 69 respondents (20%), indicated that the State of Tennessee published nothing of interest or value to them. There were 60 persons (43%) who responded to this question with "other" and wrote in their reasons. Most of the persons who responded with "other" indicated they *did not use* or else *did not need* Tennessee state publications.[8]

The findings thus show that a major reason regular library users do not use state government publications is their lack of awareness of the nature and value of these materials. Or they do not perceive a need for them. These findings are somewhat similar to those reported by Weech, representing several studies of faculty users of federal documents, but lack of awareness of state publications seems more pronounced.[7] If the lack of awareness or perception of value is this widespread among persons who are regular library users, it must be even more the case with non-users of the library. This indicates a need by the State of Tennessee and by libraries to create greater visibility for state publications.

3. *Occupation*

The nature and frequency of use were analyzed by user occupation. Respondents were given a choice of occupational categories with space allowed to indicate occupations not listed. Table 3 presents the occupations of the respondents ranked by frequency.

Among the respondents who indicated occupations other than those in the assigned categories, only two occupations

Table 3

Current Occupation of Respondents

Occupation	N	%
College or University Student	118	35
Other	59	18
Business Person	48	14
Housewife	27	8
College or University Prof.	26	8
Research Worker	21	6
Planner	17	5
Retired Person	17	5
Elementary or Secondary Teacher	2	.05

N = 335

were represented with sufficient frequency to provide separate categories. These were planners and retired persons. Separate categories were established for these two and the remaining 59 respondents were retained in the "other" category. Most in this category were persons who responded to the questionnaire in the public library and represented nearly one-third of the public library respondents.

Occupation was compared to the frequency of use of Tennessee state publications in order to relate frequency of use to occupations as seen in table 4.

Heavy use of state government publications is defined as 12 or more uses during the previous year. Moderate use is defined as 4-11 uses, and infrequent use is defined as 1-3 uses.

College students, retired persons, business persons, and housewives were less likely to use Tennessee state publications than were planners, research workers, and college faculty members. The latter three occupational categories were more likely to be among the moderate to heavy users. Occupations represented by the most moderate or high users are those in which members likely have an awareness of and ready access to state government publications.

4. Reasons for Which Tennessee State Government Publications are Used

Determining the reasons or purposes for which Tennessee state government publications are used was a major objective of this study. It was not possible

Table 4

Frequency of Use of State Government Publications by Occupation

Occupation	0	1-3	4-7	8-11	12-15	Over 15	Total
College or University Student	63	41	9	2	1	2	118
Other	27	12	6	4	0	8	57
Business Person	24	9	2	4	2	5	46
Housewife	13	8	3	0	1	2	27
College or University Prof.	9	8	3	0	0	6	26
Research Worker	5	5	2	0	0	9	21
Planner	0	3	6	4	1	3	17
Retired Person	5	5	0	1	0	4	15
Elementary or Secondary School Teacher	1	0	1	0	0	0	2
Total	147	91	32	15	5	39	329

N = 329

Table 5

Reasons for Consulting Tennessee State Government Publications

Reason	N
State laws or court reports	78
Historical information	76
Business, social and economic statistics	69
Information about state recreational areas	67
Business or commercial information	66
State administrative regulations	42
Election statistics	25
Information to meet agricultural or gardening needs	22
Information about public welfare	18
Other	12
Maps	5

to provide respondents with an exhaustive list from which to select; so a list of 10 likely uses was provided with space for others to be added. A major oversight here was the failure to include maps as one of the options and few individuals added this as a resource they used. However, more people might have selected maps if it had been an option. Table 5 reports the reasons for which state publications are used.

State laws or courts reports; business, social and economic statistics; research reports; and business or commercial information were rated as important by those respondents who used state publications. These categories contain information used primarily for public or commercial decision-making. Two other categories with high use were information about state recreation areas and historical information. Unlike the other reasons for use, these two do not seem as closely related to public or commercial decision-making. The first reflects use of state publications for leisure time activities. Historical information could be used for academic or genealogical research and leisure time reading. A surprise finding is the unexpectedly small number of persons who indicated that they used state publications for agricultural or gardening needs. This is especially surprising because of the large response from public library users and because of the state's relatively widespread distribution of agriculturally oriented publications.

The response to this question supports the notion that library users and the general public may perceive state government publications as largely composed of administrative, legal, or commercial publications, useful for decision-making and research purposes.

5. *Methods of Identification and Location of Tennessee State Publications*

Another important objective of this study was to determine how users identified and located Tennessee state publications. Three questions related to the process of locating state documents were asked. Respondents were asked to indicate the types of assistance they requested from library staff members when seeking state government publications. Responses indicate that librarians are most likely to be used to locate specific publications or to answer specific questions from state publications. Users are less likely to ask the librarian's help to locate or obtain state publications outside of the library. Respondents were also asked to indicate how they located state publications when they did not receive assistance from the library staff. Responses to this question are reported in table 6.

The overwhelming dependence of users on the card catalog as the device for locating Tennessee state publications is immediately evident from this table. The number of persons who browse the shelves as a means of locating state publications is surprisingly high. The heavy use of browsing suggests a need to explore its role more fully among the users of state government publications.

An unexpected finding was the relatively small number of individuals who located state publications by citation through books or periodicals. Library use studies generally show this to be a common method of identifying publications, and Hernon's study showed this

Table 6

How Tennessee State Publications are Located When Assistance from Staff Members is Not Required

Method of Location	N
Consulting the card catalog	102
Browsing in the library	74
Consulting lists or indexes of state government publications	48
Locating citations to Tennessee state publications in books or periodicals	31
Finding references in newspapers	23

to be the most commonly used method among social scientists to locate state government publications." It is unclear why the users surveyed in this study tend to ignore this approach and use a seemingly less efficient method, *i.e.,* browsing. A possible explanation is that Tennessee state publications are not cited frequently in the literature used by the respondents.

Another surprising finding is the extent to which checklists or indexes are identified as sources for locating Tennessee state government publications. The number appears high when compared to the low response when people were asked to indicate specific checklists and indexes. Because the respondents frequently did not or could not identify checklists of indexes which they used, the number of persons who indicated they located state publications through this source might be inflated.

Respondents were asked to indicate the methods they used to locate state publications and were given several choices, including the one mentioned in the previous paragraph. Table 7 summarizes the specific methods used by respondents.

There is relatively little recognition of the major national checklists and indexes to state publications among users and thus relatively slight use of them. The most frequently used checklist is the Tennessee specific *A List of Tennessee State Publications.* This is an annual while the other checklists mentioned are published more frequently.

One interesting finding was that 13 people indicated they consulted Information Handling Service's *Checklist of State Publications.* This is curious because only one Tennessee library receives this publication and it was not one of the libraries in the sample. This response probably reflects some confusion between this title and the Library of Congress *Monthly Checklist of State Publications.*

The number of persons who locate their state publications by checking the newspaper or by a direct mailing from an agency is in each case roughly double the number who use the two major national checklists and two-thirds the number who use the Tennessee list. The most commonly used method is referral to the publications by friends or colleagues. Most of the respondents who indicated they used personal referral identified themselves as research personnel or planners, and thus were persons who work closely with others who have similar interests. Perhaps users of other methods lack the advantages of a collegial relationship.

The findings of this question are important when compared with the response in the previous question. It was noted that use of the card catalog far exceeds the use of any other bibliographic resource, or any other method of locating state publications. Browsing and referral by colleagues also rank high, but the use of other resources or methods is much less common.

6. *Age of Publications Consulted Most Frequently*

The last characteristic to be reported is the age of the state publications used by respondents. The purpose here was to identify the importance of currency

Table 7

Methods Used to Locate Tennessee State Government Publications

Method	N
Being referred to Tennessee state publications by friends	41
Consulting *A List of Tennessee State Publications*	29
Being on the mailing list of state agencies	21
Checking newspapers	20
Consulting the Information Handling Service *Checklist of State Publications*	13
Consulting the Library of Congress *Monthly Checklist of State Publications*	10
Consulting the *Legislative Research Checklist*	3

in the use of Tennessee state publications and to compare this with the findings in the studies of the use of U.S. government publications. The responses to this question are reported in table 8.

Most users of Tennessee state publications use materials which are three years old or less. This agrees with Hernon's findings in regard to the use of federal government publications. He noted that 51.1% of the social scientists consulted publications which were no more than three years old.* Nearly 68% of the respondents to this study indicated the same pattern. Relatively few users find state publications in the 4-10 year age span to be useful unless one can assume that those respondents who say that there is no set age pattern to their use also utilize publications in this age range.

This finding emphasizes the value of acquiring, cataloging, and processing state publications as soon as possible to meet the needs of those who require current information. The supply of state publications is frequently exhausted quickly and if the publications are not promptly acquired, it might be difficult to obtain copies. These findings also indicate that some libraries should maintain an active deselection or weeding program for the state documents collection.

SUMMARY AND RECOMMENDATIONS

The findings of this study provide some answers to the questions raised earlier in this paper. We know who uses Tennessee state publications, for what purpose, and how they locate them. Because this was a pilot study based on a small and non-random sample, the results are tentative. Nevertheless, respondents were systematically selected from users of public, academic, and special libraries within the state and they represent a variety of occupations and interests. It is assumed that the respondents are members of the segment of the general population most likely to use printed information. It is also assumed that the respondents are as likely to be at least as conscious of the nature and value of Tennessee state publications as the general population. If these assumptions are correct, then the findings indicate the level of awareness and the use of these important information sources among those most likely to use them.

One significant finding is that a high percentage of library users did not use state publications. The heaviest users were moderate to heavy users of the library, however. Another finding of importance is that there is limited awareness of the content and value of Tennessee state publications among a high percentage of library users. These two findings suggest that if the agencies of state government are seriously interested in disseminating published information to the public, a method must be found to assure better penetration of these publications and greater public awareness of their nature and value. Perhaps the successful public service television commercials on consumer publications produced by the federal government could be imitated on the state level.

People currently use state publications for work-related use, some leisure time activities, and for historical and genealogical research. Agricultural and gar-

Table 8

Age of Most Frequently Consulted Tennessee State Government Publications

Age	N	%
Less than a year old	35	22
1- 3 years old	73	46
4- 5 years old	8	5
6-10 years old	3	2
Over 10 years old	9	6
No set pattern, age varies	31	19

N = 159

dening needs constitute another, but less common use.

Another finding of this study is that the standard indexes and checklists do not appear to be an efficient way to create public awareness, or in fact to provide access to state government publications. At least, they are not used for that purpose by the respondents to this study. Except for the card catalog, none of the usual access sources account for more than a small fraction of the methods used to identify and locate state publications. However, the card catalog is not a useful mechanism for creating public awareness of state publications. Since the card catalog is the predominant mechanism for identifying and locating state publications, it is important to catalog *all* state publications acquired. This reflects directly on the lack of cataloging described in Robinson's paper. The fact that current state publications are most commonly used suggests that libraries should acquire and catalog state publications as quickly as possible to assure their maximum use, and that retrospective collections may be little used in some types of libraries.

These general findings and conclusions lead to specific recommendations for action:

1. There is limited public awareness among library users of the nature and value of Tennessee state publications. State government needs to determine the importance it attaches to the prompt, widespread distribution of information about the activities of state government. If state publications are important enough to produce at considerable taxpayer expense, they should be important enough to distribute in a systematic and effective fashion throughout the state. They should also be important enough to warrant a promotional campaign to make them more visible to the citizens of the state. RECOMMENDATION: ***The State of Tennessee should establish an agency responsible for acquiring and distributing Tennessee State Publications to libraries and to citizens of the state.*** That agency should be responsible for creating greater public awareness of the existence and value of these publications. This agency should have this responsibility as its sole function and should be centrally located in state government, such as the Office of the Secretary of State.

2. The Tennessee Library Association is committed to the improvement of in-

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formation dissemination throughout the state. RECOMMENDATION: *It should be a major priority of the Tennessee Library Association to work toward passage of legislation which would create this agency.*

3. Users of state publications tend to use recent publications and they obtain access to them through the card catalog. If libraries are to provide satisfactory access to state publications they must be acquired, cataloged, and processed quickly. The acquisition and cataloging of state publications is a problem, especially for small libraries. RECOMMENDATION: *It is, therefore, recommended that the State of Tennessee take responsibility for establishing an effective system for depository distribution of state publications to libraries of the state, and provide a comprehensive, monthly or bimonthly list of newly-published state publications to be distributed automatically to libraries within the state.* Furthermore, the state should provide a centralized cataloging system for the prompt cataloging and classification of state government publications. The responsibility for implementing this recommendation should initially be with the Tennessee State Library and Archives pending the establishment of an agency exclusively charged with the distribution and publicizing of state publications at which time the responsibility for centralized cataloging should be transferred to that agency.

Books come out so fast I can't even read their title pages. There used to be a discard heap, but today everything is published. I wanted to award a prize each year to any manuscript nobody would publish.

(Alfred A. Knopf)

It is always better to give a little less than the reader wants, than more.

(Maxwell Perkins, letter to Ray Stannard Baker, 1940)

From chaos we infer life; through order we anticipate death.

(Edward Lueders, *The Clam Lake Papers*)

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4. In spite of centralized efforts to create public awareness of the nature and value of state government publications, unless local public, academic, and special libraries acquire, organize, and publicize these resources, their use in libraries will be limited. RECOMMENDATION: *Public, academic, and special libraries should make a greater effort to acquire state government publications appropriate to their users' information needs and should work actively to increase the level of public awareness of the value and content of these publications.* This should be done through newspaper articles, signs, and displays in the library, and recommendations by librarians of state publications to meet users' information needs.

ACKNOWLEDGMENT

This study was made possible by a Faculty Research Grant from the Graduate School of the University of Tennessee, Knoxville. The author would like to express his gratitude to the staff members and the administrators of the ten participating libraries which contributed so much to the effort to collect data for this study, and to the individuals who took the time to respond to the questionnaire.

NOTES

1. Peter Hernon, "State 'Documents to the People,'" *Government Publications Review* 3 (Winter 1976): 225-264.
2. Terry L. Weech, "The Use of Government Publications: A Selected Review of the Literature," *Government Publications Review* 5 (Number 2, 1978): 177-184.
3. Dan Peter Hernon, "Use and Non-use of Government Publications by Social Scientists in Selected Academic Institutions," Ph.D. Dissertation, Indiana University, 1978.
4. The full results of the study will be available later.
5. Hernon, "Use and Non-use of Government Publications . . . ," pp. 227-237.
6. Because many of the people who responded to this question responded with more than one reason, the total number of persons who indicated a lack of awareness or a lack of perception of value is less than the sum of the responses to the question.
7. Weech, "The Use of Government Publications," p. 182.
8. Hernon, "Use and Non-use of Government Publications . . . ," pp. 87.
9. Hernon, "Use and Non-use of Government Publications . . . ," pp. 93-94.

QUESTIONNAIRE: STATE GOVERNMENT PUBLICATION USE STUDY

Definition: A Tennessee state government publication is any book, pamphlet, report, magazine, etc., issued by any department or unit of Tennessee state government. It does not include items published by city or county government.

1. Indicate the type of library you were in when completing this *form*. CHECK ONE.
   a. Public library ______
   b. College or university library ______
   c. Other (Please indicate) ______
2. Estimate how frequently you used the resources of this library during the past year. CHECK ONE.
   a. 1- 5 ______
   b. 6-10 ______
   c. 11-15 ______
   d. 16-20 ______
   e. over 20 ______
3. Estimate the number of times during the past year you have used Tennessee state government publications. CHECK ONE.
   a. O ______
   b. 1-3 ______
   c. 4-7 ______
   d. 8-11 ______
   e. 12-15 ______
   f. over 15 ______
4. If you answered "a" or "b" to question number 3, indicate why your use of Tennessee government publications is infrequent. CHECK ALL WHICH APPLY.
   a. unaware of the nature of Tennessee government publications ______
   b. as far as I know the State of Tennessee publishes nothing of interest or of value to me ______
   c. other (please indicate) ______

If you never use Tennessee state publications for information, please skip to question 18.

5. If your use of Tennessee state government publications in this library is infrequent select the reasons which explain why. CHECK ALL WHICH APPLY.
   a. I have not been able to find the Tennessee state publications I need in this library ______
   b. I rely on other libraries for obtaining Tennessee state government publications ______
   c. I obtain personal copies of the Tennessee state government publications I need ______
   d. I use my secretary, graduate assistant or others tp obatin needed Tennessee state government publications ______
   e. I am unfamiliar with the arrangement used to locate Tennessee state government publications in libraries ______
   f. The amount of time expended in trying to find useful information in Tennessee state government publications is out of proportion to their use ______
   g. Other (please indicate) ______
6. Indicate the reasons you consult Tennessee state government publications. CHECK ALL WHICH APPLY.
   a. information about state recreation areas ______
   b. information to meet agricultural or gardening needs ______
   c. state administrative regulations ______
   d. state laws or court reports ______
   e. business or commercial information ______
   f. election statistics ______
   g. research reports in areas such as transportation, population control, education, etc. ______
   h. business, social and economic statistics ______
   i. information about public welfare ______
   j. historical information ______
   k. other (please indicate) ______
7. How do you determine if the publication you need is published by the state of Tennessee? CHECK ALL WHICH APPLY.
   a. I generally do not know in advance ______
   b. a reference from an article or book ______
   c. recommendation by a friend or colleague ______
   d. notification of the publication by the agency which issues it ______
   e. previous awareness of the existence of the publication ______
   f. other (please indicate) ______
8. When you locate a Tennessee state government publication which is of value to you are you: CHECK ONE.
   a. usually aware in advance that the information you want will be found in a state publication ______
   b. usually unaware that the information is located in a state publication until after examining ______
   c. sometimes aware in advance and sometimes unaware in advance ______
9. For what types of assistance do you ask the library staff to help locate Tennessee state government publications? CHECK ALL WHICH APPLY.
   a. help in locating a specific publication ______
   b. assistance in finding Tennessee state publication not located on the shelf ______
   c. assistance in finding Tennessee state publication not located in the library ______
   d. help in ordering a Tennessee state publication not in the library collection ______
   e. aid in finding materials or information to answer a specific question ______
   f. other (please indicate) ______
10. When you do not require assistance from the library staff, how do you locate a Tennessee state government publication in the library? CHECK ALL WHICH APPLY.
    a. by consulting the public card catalog ______
    b. by consulting indexes or lists of state government publications ______
    c. by locating citations to Tennessee state government publications in books or periodicals ______
    d. by finding references in newspapers ______
    e. by browsing in the library ______
    f. other (please indicate) ______

11. Please check the methods or sources which you use to locate Tennessee state government publications. CHECK ALL WHICH APPLY.
   a. by consulting the Library of Congress Monthly Checklist of State Publications ______
   b. by consulting the Information Handling Service Checklist of State Publications ______
   c. by consulting the Legislative Research Checklist ______
   d. by consulting A List of Tennessee State Publications ______
   e. by checking newspapers ______
   f. by being on the mailing list of state agencies ______
   g. by being referred to Tennessee state publications by friends ______
   h. by receiving assistance from librarians ______
   i. other (please indicate) ______

12. Generally how old are the Tennessee state government publications you consult most frequently? CHECK ONE.
   a. less than a year old ______
   b. 1-3 years old ______
   c. 4-5 years old ______
   d. 6-10 years old ______
   e. over 10 years old ______
   f. no set pattern - age varies ______

13. When you use Tennessee state government publications, do you find that they meet your information needs? CHECK ONE.
   a. always ______
   b. usually ______
   c. sometimes ______
   d. seldom ______
   e. never ______

14. Do you ever have need to use state publications from other states. CHECK ONE.
   a. frequently ______
   b. occasionally ______
   c. seldom ______
   d. never ______

15. When you use Tennessee state publications, do you normally use them for: CHECK ALL WHICH APPLY.
   a. personal use ______
   b. use related to school assignments ______
   c. work related use ______
   d. other (please indicate) ______

16. Please indicate your current occupation. CHECK ONE.
   a. college or university faculty member ______
   b. college or university student ______
   c. teacher - elementary or secondary level ______
   d. housewife ______
   e. business person ______
   f. research staff member ______
   g. other (please indicate) ______

17. Please indicate which age category you are in: CHECK ONE.
   a. 17-24 ______
   b. 25-40 ______
   c. 41-55 ______
   d. over 55 ______

18. Please indicate your sex:
   a. male ______
   b. female ______

THANK YOU VERY MUCH FOR YOUR COOPERATION IN COMPLETING THIS QUESTIONNAIRE.

In the old days the snobs constituted an aristocracy of taste. They were the antiquarians, the homosexuals, the poets. But now there is a new phenomenon: mass snobbism. People buy paperbacks exactly as they buy sardines. They have 2,000 books at home and they've read none of them. The paperback is a monstrosity, because it's the antithesis of culture. What is culture? It's blazing a path in the forest, it's education. But today there is a paperback on Hegel, tomorrow one by Melville, poems the day after, and then *Lolita*. The result is chaos in the reader's brain. It's as though a child of twelve simultaneously attended kindergarten and university. It's a disaster—small pieces of culture jiggling about in one's head. To cultivate something means to sow the seed, to wait for rain, to raise it from the ground. There's a whole process of maturation. Statistically, today, there are more and more people who read, but statistics, as you know, is the most exact of false sciences.

(Jean Cau)

TENNESSEE STATE GOVERNMENT PUBLICATIONS IN TENNESSEE ACADEMIC AND PUBLIC LIBRARIES

TN:M1

William C. Robinson

Discusses the importance of state documents and identifies how these materials are treated based on a questionnaire survey. About 25% of the responding public libraries and 50% of the academic libraries acquire some Tennessee state publications. Executive branch publications are most likely to be acquired. Tennessee state publications are frequently integrated into the main collection. Those held in separate collections are rarely cataloged. Most libraries do not acquire non-Tennessee state publications. Selection and acquisition are the most troublesome problems associated with Tennessee state publications. Libraries not acquiring Tennessee state publications are most likely to cite little or no demand. Recommendations for improvement are suggested.

For many Americans, including librarians, state government is a relatively invisible level of government. Unlike local government, where executive, judicial, and legislative actions are visible in local media and often have some immediate personal impact, state government is distant and media coverage is often limited and impressionistic. Unlike the federal government, whose decisions receive extensive media review, state government deals with less attention-getting subjects than war, space, or inflation, while the lower, less direct state taxes also create less attention. Many states, like Tennessee, have no adequate scheme of bibliographical control and distribution through deposit collections to encourage citizen access to the record of governmental action and to make the process of government more visible. Rosenkoetter's generalization that "too frequently state publications are the stepchildren of the library" remains valid.[1]

Ignorance or lack of interest in state government is a problem because state government is growing in importance. State governments have major roles in education, public safety, conservation and land use, welfare, highways, and utilities, among other aspects of contemporary life, besides regulating the banks, utilities, motor vehicles, food processors, and service professions that so affect our lives. Supreme Court decisions on legislative apportionment and Congressional legislation on voting rights have created more responsive and more representative state government. Much recent federal legislation has required states to adopt new and more active roles than had been taken in the past.[2] The traditional U.S. attachment to federalism and decentralization remains strong and should guarantee an important role for state government in the future.[3]

More qualified people have entered state government service. In the 1980's, state government has a growing vitality and importance. Some federal power has been decentralized to the states. At the same time, certain local government responsibilities, such as education, are also shifting to the states. At least one prominent political scientist argues that the pendulum has swung back to the states after the high tide of centralization at the national level.[4] This trend toward more vigorous and more capable state government means that information about state government activities has also increased in value and utility.

The Tennessee citizen who lives in Bristol, Clarksville, Jackson, or Knoxville is at a considerable disadvantage

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if information about state government is limited to brief news notes in the popular media, while substantial, informative materials are found only in the State Library in Nashville. All citizens of Tennessee have a right to reasonable physical and intellectual access to information about the deliberations, actions, and future plans of their government. Publicly supported libraries have a special responsibility to provide citizens with immediate information about the most important state government activities and to help secure other information within a reasonable time.

The purpose of this study is to survey Tennessee academic and public libraries in an attempt to identify holdings of Tennessee state publications, their treatment, and available services. The findings of this study indicate the degree to which physical and intellectual access is provided. Conclusions should interpret these findings and provide the basis for recommendations designed to improve the situation.

METHOD

A questionnaire (appended) was designed to gather information about the acquisition, selection, and treatment of Tennessee state documents. Some questions were taken from a questionnaire used earlier in the author's study of local government publications held in larger Tennessee academic and public libraries.[8] Other questions are similar to those used by Rosenkoetter in her study of the treatment of state documents by state library agencies and other selected libraries which held strong collections of state documents. After the questionnaire was designed, evaluated, and revised, a sample was drawn.

Using the 1978 *American Library Directory* as a source, questionnaires were sent to all academic and public libraries listed. Regional libraries were excluded from the public library category. One hundred fifty-six public libraries received questionnaires and seventy-three responded for a response rate of 47%. Those libraries that did not respond tend to be small and frequently exist as an outlet for a regional library system. It seems reasonable to assume that most, perhaps all, of the non-respondents do not collect Tennessee state government publications. Thirty-six academic libraries received questionnaires and twenty-seven responses were received for a response rate of 75%. Considering the large number of small public libraries listed in the *Directory*, the total response rate of 52% seems satisfactory.

For purposes of this study, the term *state publication* refers to any print or non-print materials issued by agencies of the Tennessee state government, including the General Assembly, the executive branch, the state judiciary, and independent agencies. No distinction is made between state records, documents, and publications. These terms are assumed to be synonymous.

Responses were coded and key punched so that they could be analyzed using the *Statistical Package for the Social Sciences*. Because of the nominal nature of the data collected, statistical analysis was limited to descriptive measures.[7]

FINDINGS

Of those libraries responding, 25% of the public libraries (18) and 50% of the academic libraries (13) acquire at least

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a few Tennessee state government publications.[7] An earlier study by the author found that 34% of the responding public libraries and 29% of the academic libraries acquired local government publications.[8] Public libraries are somewhat more likely to collect local government publications, while academic libraries are considerably more likely to collect state publications. The rather low percentage of public libraries acquiring state materials seems more a reflection of size than of lack of public library interest, since larger public libraries are likely to collect state publications. Fifteen public libraries reported the size of their Tennessee state publication holdings. Only three libraries reported holdings of more than 500 publications: Memphis-Shelby County; Chattanooga-Hamilton County; and Knoxville-Knox County. Thirteen academic libraries reported collection size and three held more than 500 publications: University of Tennessee, Knoxville; University of Tennessee, Martin; and the University of the South (Sewanee). With only three academic and three public libraries seriously collecting Tennessee state publications and with the geographical distribution of these libraries, it seems fair to conclude that most citizens will encounter difficulty in gaining access to information about state government. Similarly, students and faculty in Tennessee colleges and universities are likely to find it difficult to study or research state government activities except in a few locations.

Which Tennessee governmental activities are most likely to be represented in the library? Table 1 relates the branch of government to the number of libraries acquiring their publications. Although executive branch publications are most likely to be acquired, those of the legislative branch and of the independent agencies are not far behind. The judicial branch is not well-represented. This may be because of the attitude that legal publications are of interest only to the users of the law library. The number of academic libraries acquiring judicial publications may be low because

Table 1.

Libraries Acquiring Tennessee State Government Publications by Branch of Government

	Number Academic Libraries Acquiring	Number Public Libraries Acquiring	Total Number Acquiring
Executive	14	10	24
Legislative	12	9	21
Independent Agencies	11	8	19
Judicial	2	1	3

Table 2.

Libraries Acquiring Tennessee Legislative Publications by Agency

Publication Source	Number Academic Libraries Acquiring	Number Public Libraries Acquiring	Total
Secretary of State	5	8	13
State Treasurer	10	3	13
Senate	4	8	12
House	4	6	10
Treasury Comptroller	3	5	8

the questionnaire was sent only to the main college or university library and responses may not include holdings in a separate law library. State legal materials may be available in special libraries, too. The fact that only two public libraries acquire Tennessee judicial materials would seem to indicate that public libraries have decided not to provide Tennessee legal information, even at a minimal level.

Which aspect of legislative activity is most likely to be represented in the collections of the responding libraries? Table 2 shows the number of libraries acquiring publications from different legislative agencies. Publications from the State Treasurer and the Secretary of State are most likely to be acquired. One wonders why the Senate is somewhat more popular than the House. Academic libraries are more likely to acquire State Treasurer publications, while public libraries are more likely to acquire publications from the Secretary of State and the Senate. The Comptroller of the Treasurer is least likely to be represented in a Tennessee library.

There appears to be a low level of interest in Tennessee judicial publications. Of the several state courts, the Supreme Court is represented in one academic and two public libraries. It was somewhat surprising to discover that only one library holds any publications from the Attorney General. These two judicial agencies are also the only ones represented in ***A List of Tennessee State Publications, 1978.*** Again, academic and public libraries may believe that judicial materials are more appropriate for the legal library.

The largest number of agencies issuing publications is from the Executive branch. Table 3 shows the number of libraries acquiring publications from

Table 3.

Libraries Acquiring Tennessee Executive Publications by Agency

Agency, Office or Department	Number Academic Libraries Acquiring	Number Public Libraries Acquiring	Total
Public Health	8	14	22
Conservation	10	9	19
Education	9	9	18
Mental Health	5	8	13
Human Services	5	7	12
Agriculture	5	7	12
Planning	3	7	10
Transportation	4	6	10
Employment Security	5	5	10
Economic & Comm. Develop.	5	4	9
Safety	3	5	8
Correction	4	4	8
Energy	1	6	7
Finance & Admin.	2	5	7
Insurance	2	5	7
Revenue	5	1	6
Labor	2	3	5
Banking	2	3	5
Veteran's Affairs	0	2	2
Urban & Federal Affairs	0	1	1
Personnel	0	0	0
Gen. Services	0	0	0
Military	0	0	0

different executive agencies. Publications from the Public Health Department are the most likely to be found in Tennessee academic and public libraries with the Department of Conservation and the Department of Education close behind. Academic libraries were most likely to acquire materials from the Conservation, Education, and Public Health Departments. Public libraries were most likely to acquire materials from these same three agencies but with Public Health first rather than third. None of the responding libraries held any publications from the Department of the Military, the General Services Department, or the Personnel Department. Since *A List of Tennessee State Publications, 1978* includes publications from the first two of these agencies, failure to hold is not the result of a failure to publish by the agency.

The number of independent agencies in Tennessee government has grown in recent years. Table 4 indicates agencies represented in libraries. Publications from all twelve agencies are represented in library collections, but the number of libraries acquiring publications from a given agency is small. If

Table 4.

Libraries Acquiring Tennessee Independent Agency Publications by Agency

Agency, Commission or Board	Number Academic Libraries Acquiring	Number Public Libraries Acquiring	Total
Arts	4	9	13
Wildlife Resources	5	7	12
Aging	5	6	11
Higher Education	7	3	10
Status of Women	4	5	9
Children & Youth	4	4	8
Public Service	1	3	4
Alcoholic Beverage	0	3	3
Health Facilities	1	2	3
Housing Development	0	2	2
Human Development	1	1	2
Law Enforcement Acad.	1	0	1

Table 5.

Tennessee State Government Agencies Most Likely to be Represented in Libraries

Publication Source	Number Academic Libraries Acquiring	Number Public Libraries Acquiring	Total
Public Health Dept.	8	14	22
Conservation Dept.	10	9	19
Education Dept.	9	9	18
Mental Health Dept.	5	8	13
Arts Comm.	4	9	13
Sec. of State	5	8	13
State Treasurer	10	3	13
Senate	4	8	12
Agriculture Dept.	5	7	12
Human Services Dept.	5	7	12

the name of the agency indicates subject interest, then arts, wildlife, and aging are subjects most likely to be acquired. As expected, academic libraries were more likely to hold publications on higher education, then wildlife and aging.

Table 5 lists those Tennessee state government agencies most likely to be represented in library collections. The first four are all executive branch agencies and six of the top ten agencies are from this branch. Health, conservation, and education are the subject areas reflected in the agencies most likely to be represented by Tennessee state government publications. Table 6, based on the *List of Tennessee State Publications, 1978,* ranks Tennessee state government agencies by the number of publications issued and held by the State Library. A comparison of these two tables indicates the degree to which the most prolific agencies are likely to be represented in library collections. Only four of the most prolific agencies are also on the most held list. This suggests that there is little direct relationship between the number of publications an agency issues and its representation in the collection. The fact that the State Planning Office issued 82 publications and is represented in only 10 libraries is a good example of this. In general, however, those agencies which have a more active publication program are among the agencies better represented in Tennessee libraries.

In response to the question of where Tennessee state documents are housed, none of the responding libraries house all Tennessee state documents in a separate documents collection. Four libraries or 17% (all academic) divide these publications between a documents collection and the main collection. Sixteen libraries (nine academic) integrate Tennessee state publications into the main collection. The integrated collection was most popular, and the 62% of libraries acquiring state publications which integrate these materials is quite close to the 67% of Tennessee libraries which integrated local government publications in the earlier study.[7] Four libraries or 17% (three public) keep documents in a separate state collection. Five libraries or 21% (all public) keep Tennessee state documents in a separate special collection. Twelve libraries or 48% (nine public) keep at least some Tennessee state documents in the vertical file. These categories are not exclusive; a particular library might, for example, integrate some publications into the main collection and place others in the vertical file. Academic libraries are most likely to integrate Tennessee state government publications into the main col-

Table 6.

State Government Agencies by Number of Publications Issued and Held by the State Library

Agency/unit	Number of Publications Issued
State Planning Office	82
Dept. Public Health	27
Dept. Transportation	27
Dept. Employment Security	21
Dept. Conservation	18
Dept. Human Services	11
Dept. Econ. & Commun. Develop.	10
Comp. of the Treasury	10
Dept. of Agriculture	9
Dept. of Safety	7
Supreme Court	7

Source: *List of Tennessee State Publications, 1978,* no. 23, Tennessee State Library and Archives, 1978.

lection. Available literature, mostly based on larger research libraries with a substantial collection of state publications, suggests that the separate documents collection is not uncommon elsewhere. For example, Rosenkoetter found that only 21% of the libraries surveyed held state publications in the main collection.[8] It seems likely that integration of documents into the collection is a function of size of the state publications collection with smaller collections more likely to be integrated.

A modest proportion of the Tennessee state documents held in Tennessee libraries is cataloged. Seven libraries or 24% (four academic) catalog all of their Tennessee state documents. Eight libraries or 28% (five academic) catalog more than 50% of their Tennessee government publications. Four libraries or 14% (three academic) catalog less than 50%. Ten libraries or 35% (seven public) catalog almost none of these publications. Academic libraries are more likely to catalog their Tennessee state documents, probably because they prefer the integrated collection. Most of those libraries which do catalog Tennessee state publications use full detail (79%) rather than an abbreviated entry. All of the libraries using an abbreviated entry were public. By a narrow margin, specific agency entry forms (54%) are preferred to complete hierarchy. Academic libraries prefer the complete hierarchy form (67%) while public libraries are more likely to employ a specific agency entry (75%). Direct alphabetical order by official name is the most frequently used filing arrangement for corporate entries for Tennessee state documents (91%). Use of a keyword for filing arrangement using inverted headings is negligible. The public catalog is the most widely used method of providing access to Tennessee state documents (17 libraries, or 71% of those responding to this question). Four libraries provide access via the public catalog plus a separate catalog. One library (public) provides access through a separate catalog only. Two libraries (both public) use a library-produced checklist to provide access.

Classification was treated separately in this study. Seven libraries or 25% (four academic) classify all of their Tennessee state publications. Nine libraries or 32% (five academic) classify more than half, five libraries or 18% (four public) class less than half, and seven libraries or 25% (five public) classify almost none of the publications. Sixteen libraries, including five academic ones, class their documents using Dewey Decimal Classification; eight libraries (seven academic) use Library of Congress classification. None of the responding libraries used a special classification scheme for these publications.

Libraries acquiring Tennessee state documents do not ordinarily acquire documents issued by other states: ten (32%) of responding libraries acquire a few non-Tennessee state publications on an irregular basis. Three libraries (two public) acquire a small number of these publications on a regular basis. None of the responding libraries acquired more than a small number of these out-of-state documents.

Thirteen libraries (ten academic) circulate Tennessee state documents on interlibrary loan. This 42% is less than the 60% of acquiring libraries which would circulate local government publications.[9] Twenty-two libraries (71%), however, provide photoduplication service on these materials with academic libraries more likely to provide this service (92%) than public libraries (71%). This contrasts with the 95% of libraries which provide photoduplication service on local government publications.[10]

Nine libraries (six public) maintain a newspaper clipping file of events related to state government. This 29% contrasts with the 55% of libraries acquiring local government publications which maintain a clipping file on local government.

Each responding library was asked to rank those aspects associated with state government publications which proved most troublesome in their library. Selection or what to acquire was the most mentioned troublesome aspect, but acquisition or how to acquire was mentioned almost as frequently. This is slightly different from the earlier local government study where acquisition was the most serious problem and selection second.[11] Public services related to Tennessee state publications was mentioned next with collection maintenance—binding, shelving, weeding—following. Classification and cataloging proved to be least troublesome by a large margin. Academic libraries were more likely to name acquisitions as the most serious problem while public libraries were more likely to be concerned with selection.

Libraries not collecting Tennessee state documents were asked to indicate why. The overwhelmingly cited reason was that of little or no need or demand (52 libraries). Eighteen libraries cited cost as a reason for not collecting these materials. Thirty-one libraries did not collect state publications because patrons could be referred to nearby collections. Libraries not acquiring local publications were less likely to cite lack of demand and more likely to cite cost.[12] Academic libraries were more likely to cite the nearby collection rationale. Public libraries were more likely to cite lack of demand and cost.

CONCLUSIONS AND RECOMMENDATIONS

The fact that only thirty-one Tennessee academic and public libraries (16%) acquire any Tennessee state publications indicates that many citizens are denied access to the materials produced by their government. More important is the fact that only three academic and three public libraries throughout the state have even a moderately sized collection. This indicates that most libraries which do collect Tennessee state government publications do not offer an appropriate scope and depth. Clearly, physical access to Tennessee state publications represents a major problem.

A demonstrated solution in other states is the creation of an appropriate acquisition and deposit system to insure that Tennessee state documents are available within specific geographic areas. A deposit system would be feasible only if the State Library and Archives instituted a bibliographic control mechanism more complete than the *List of Tennessee State Publications* and issued more frequently. If librarians are to be successful in this enterprise, they

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must emphasize that access is a citizen need that libraries should meet.

The Tennessee Library Association should work with the state legislature in exploring initiatives that would enable the citizen to receive more, and more detailed, information about the activities of state government without having to visit Nashville. Contacts might be made with instructors of civics or government in the secondary schools and political science in the colleges and universities to see how government publications might be made more visible and useful in promoting citizen involvement in government. A core collection of Tennessee state publications which are important and useful enough to warrant availability in every county of the state should be identified. At a time when citizen confidence and participation in government is declining, a program to increase physical access to the record of state government ought to have broad support. Librarians would have an opportunity to work with others to see that no citizen is disadvantaged because he or she is denied access to information about Tennessee government.

The fact that so few academic and public libraries acquire materials issued by the Tennessee judicial branch may not be a problem if appropriate materials are being acquired by law libraries and if those libraries are decentralized throughout the state. Nevertheless, if a state has an obligation to provide legal materials to convicted felons, one wonders if it is not also obligated to provide at least minimal information about judicial decisions to its citizens through publicly supported academic and public libraries. Surely more Tennessee libraries could acquire publications issued by the State Supreme Court.

The fact that many Tennessee state government publications are not cataloged may be a result of the utility of a given item. A pamphlet on a Tennessee state park may be best handled in a vertical file. However, the provision of intellectual access is an important function, and more cataloging might be done to assist the user. Failure to provide intellectual access is a significant barrier to inter-library borrowing, moreover. Original cataloging should be necessary only once, and then by the State Library. A full and frequently issued checklist of Tennessee state government publications might contain the cataloging information required and thus give Tennessee academic and public libraries the opportunity to catalog these materials at little cost.

Classification represents a similar problem, since many libraries do not classify all of their Tennessee state documents. Again, an appropriate classification number should be promptly available from the State Library. Larger, specialized collections of Tennessee state government publications will inevitably find both DDC and LC schemes cumbersome. Consideration should be given to the use of an agency-oriented classification scheme for these materials.

The failure of academic and public libraries to acquire out-of-state publications may appear to be a small matter. Yet such publications, particularly those from the surrounding states, could meet important citizen information needs. A regional perspective is needed. Community or statewide analysis might identify the important types of information needed about other Southeastern states. A core list of publications from Georgia, Mississippi, Arkansas, etc. might be developed, and an attempt made to insure that at least one copy of each important resource is held in Tennessee and is available for borrowing or photoduplication.

Findings on interlibrary loan and photoduplication services relating to Tennessee state publications are encouraging. However, that ability to borrow is of consequence only when needed materials are held, when the user knows what is available and where it is, and when the cost of securing these materials is a reasonable one. At the moment, these conditions are not met in regard to Tennessee state publications. Enhanced collection development ought to be the most important priority. Ensuring that intellectual access is provided through the MARC record and OCLC is also an important concern.

Selection was mentioned as the most troublesome problem associated with

Tennessee state publications. A checklist, as mentioned above, would assist the selector even if it were limited to a barebones announcement. In addition, the State Library might publish a regular column in its newsletter which would identify new state publications likely to be of popular interest. The *Tennessee Librarian* might announce or review Tennessee state publications in the same manner that several professional journals review the more popular U.S. government publications. Obviously these initiatives would require careful, tactful, and frequent contact with issuing agencies. The task is not an easy one, but other states have been successful and there is no reason why Tennessee cannot enjoy similar success. A deposit system seems to be the best approach toward solving the acquisition problem that troubles many of those who work with Tennessee state publications.

Libraries that do not collect Tennessee state publications do so for reasons which appear to be appropriate. Lack of demand must be an important concern at a time when libraries cannot meet the wants already expressed. However, the library has some responsibility to meet needs and not just wants. If government publications have been consistently underutilized, as Hernon's historical study indicates, the responsibility must be shared by citizens and librarians.[18] Given the importance of information about the state government and the responsibility of academic and public libraries to encourage more informed and responsible citizenship, libraries should stimulate demand by making these materials and their utility more visible. For example, exhibits and programs might relate these publications to issues that concern the citizen; selective bibliographies could be prepared; appropriate instructional materials, from pathfinders to slide-tape presentations on how to use the most important resources, might be prepared and distributed at cost to libraries throughout the state. A special effort might be made to reach students and teachers, perhaps by creating instructional modules relating the use of certain documents to specific problem-solving or learning skills. Foundation funding should be explored for this sort of initiative. At least some of the thirty-one libraries which do not collect Tennessee state publications do not collect because they believe that patrons can be referred to nearby collections. The local situation should be reexamined to insure that those collections are indeed adequate to the task.

Finally, it might be useful for the Tennessee Library Association to develop a reasonably comprehensive program to facilitate access to Tennessee state government and identify the benefits which such accessibility would bring to the citizens of Tennessee. A documents for the people and to the people program could have substantial popular support. Ideally, such a program would be identified not as a library program but as a citizen program, and could be supported by such groups as the League of Women Voters. The job is not ours alone, but it is our responsibility to take the initiative. This is a major opportunity for professional growth and development, one which could do much to improve political, economic, and social life in Tennessee.

ACKNOWLEDGMENTS

The author is grateful to Carol Dickerson and Blair Nickle for their help with data collection and preparation. The Graduate School of Library and Information Science provided funding to support the study. Carol Dickerson, Gary Purcell, and Pauline Wilson made helpful suggestions for improvement.

Anybody can find out if he is a writer. If he were a writer, when he tried to write, out of some particular day, he found in the effort that he could recall exactly how the light fell and how the temperature felt, and all the quality of it. Most people cannot do it. If they can do it, they may never be successful in a pecuniary sense, but that ability is at the bottom of writing, I am sure.

(Maxwell Perkins, letter to James Jones, 1946)

What I write on the typewriter has a different voice than what I write in longhand.

(Edward Lueders, *The Clam Lake Papers*)

NOTES

1. Paula Rosenkoetter, "Treatment of State Documents in Libraries," *Government Publications Review,* 1 (1973), p. 117.
2. Richard H. Leach, "A Quiet Revolution: 1933-1976," *State Government* 49 (Spring, 1976), p. 82.
3. Michael N. Danielson, *One Nation, So Many Governments* (Lexington, Mass.: Lexington Books, 1977), *passim.*
4. Leach, p. 18.
5. William C. Robinson, "Government Publications in Larger Tennessee Public and Academic Libraries," *Tennessee Librarian,* 28 (Fall, 1976), pp. 127-128.
6. Robinson, p. 123.
7. *Ibid.*
8. Rosenkoetter, p. 120.
9. Robinson, p. 124.
10. *Ibid.*
11. *Ibid.*
12. *Ibid.*
13. Peter Hernon, "Academic Library Reference Service for the Publications of Municipal, State, and Federal Government; A Historical Perspective Spanning the Years up to 1962," *Government Publications Review,* 5 (1978), pp. 31-50.

QUESTIONNAIRE: STATE PUBLICATIONS IN TENNESEE LIBRARIES

The purpose of this questionnaire is to provide librarians with information on the current state of state government documents and publications in Tennessee libraries. Your response will allow us to identify both resources and problems. Results will be published and discussed at a spring workshop which will introduce state documents, encourage local libraries to collect and service them, and discuss problems encountered in developing and maintaining a state document collection. Your response is of value and will help us to better meet your needs in the workshop and in initiating state-wide planning in this area.

For purposes of this questionnaire, the term state publications refers to any print or nonprint materials issued by the several agencies of the Tennessee State Government, including the General Assembly, the executive branch, the state judiciary, and independent agencies whether they be documents or publications.

Your Library .... City ....

1. Circle: Public Academic Special Other ....

2. If you belong to a library system identify ....

3. Do you acquire, maintain, and service state documents?
yes .... no ....(If no, skip to question 28)

4. Do you acquire state legislative publications?
yes .... no ....
If yes, please check if documents are received from these agencies.
House ....
Senate ....
Secretary of State ....
State Treasurer ....
Comptroller of the Treasury ....

5. Do you receive Tennessee judicial publications? yes .... no ....
If yes, please check if documents are received from
Chancery Courts ....
Law & Equity Courts ....
Circuit Courts ....
Criminal Courts ....
Courts of Appeals ....
Supreme Court ....
Court of Criminal Appeals ....
Attorney General ....

6. Do you receive Tennessee executive publications? yes .... no ....
If yes, please check if documents are received from
Office of Urban and Federal Affairs ....
State Planning Office ....
State Energy Office ....
Dept. of Personnel ....
Dept. of General Services ....
Dept. of Revenue ....
Dept. of Finance & Administration ....
Dept. of Transportation ....
Dept. of Conservation ....
Dept. of Human Services ....
Dept. of Safety ....
Dept. of Education (incl. State Board) ....
Dept. of Correction ....
Dept. of Public Health ....
Dept. of Mental Health ....
Dept. of Agriculture ....
Dept. of Economic & Community Development ....
Div. of Veteran's Affairs ....
Dept. of the Military ....
Dept. of Labor ....
Dept. of Employment Security ....
Dept. of Insurance ....
Dept. of Banking ....

7. Do you receive publications from independent agencies? yes .... no ....
If yes, please check if documents are received from

- Alcoholic Beverage Commission ________
- Health Facilities Commission ________
- Commission on Children & Youth ________
- Housing Development Board ________
- Wildlife Resources Agency ________
- Higher Education Commission ________
- Law Enforcement Training Academy ________
- Commission on Aging ________
- Arts Commission ________
- Commission on the Status of Women ________
- Commission on Human Development ________
- Public Service Commission ________

8. Please indicate year your library began to collect Tennessee State documents ________
   - If unknown, check here ________
9. Estimated or known total number of Tennessee State documents in your collection in volumes
   - Less than 100 ________
   - 100- 500 ________
   - 500-1000 ________
   - More than 1000 ________
10. Where are Tennessee State documents kept in your library? (More than one response may be checked)
    - Separate documents collection ________
    - Divided between documents collection and main collection ________
    - In Main Collection ________
    - Separate State Collection ________
    - A separate special collection ________
    - In vertical file collection ________
11. Are you satisfied with this location? yes ________ no ________
    - Why?
12. What proportion of your Tennessee State documents are cataloged?
    - All of them ________
    - More than 50% ________
    - Less than 50% ________
    - Almost none ________
13. Does cataloging for these documents contain full bibliographic detail ________ or an abbreviated entry? ________
14. Which of the following entry forms are used for Tennessee State documents?
    - Complete hierarchy ________
    - Specific agency only ________
15. Are you satisfied with this arrangement? yes ________ no ________
16. Which filing arrangement do you use for corporate entries for Tennessee State documents
    - Direct alphabetical order by official name ________
    - Keyword using inverted headings ________
17. Are you satisfied with this arrangement? yes ________ no ________
18. Is access to Tennessee State documents provided by
    - Public catalog ________
    - Public catalog plus separate catalog ________
    - Separate catalog ________
    - Library produced checklist ________
    - Library produced index ________ published checklist, i.e., monthly checklist or Tennessee State Documents ________
19. Are you satisfied with the degree of access provided to these materials?
    - yes ________ no ________
20. What proportion of your Tennessee State documents are classified?
    - All of them ________
    - More than half ________
    - Less than half ________
    - Almost none ________
21. What classification scheme is used for the Tennessee State Collection?
    - Dewey Decimal Classification ________
    - Library of Congress Classification ________
    - Other (please specify) ________
22. Please indicate which bibliographic tools you find most useful in selecting Tennessee state government publications
    - ________
    - ________
    - ________
23. Does your library ordinarily acquire documents issued by states other than Tennessee?
    - no ________
    - Only a few acquired on an irregular basis ________
    - Small number acquired on a regular basis ________
    - Large number acquired on a regular basis ________
24. Do you circulate state government documents on interlibrary loan?
    - yes ________ no ________
25. Do you provide photoduplication service on these documents? yes ________ no ________
26. Do you maintain a newspaper clipping file of events related to state government?
    - yes ________ no ________
27. Which of the following aspects of developing a state documents collection have proved most troublesome in your library (Please rank with 1 the most and 5 the least troublesome)
    - Selection (what to acquire)
    - Acquisition (how to acquire)
    - Classification and cataloging
    - Collection maintenance (binding, shelving, weeding)
    - Public service related to Tennessee state documents
28. If you do not collect state documents, is it because
    - Little or no local need/demand
    - Such a collection would be too costly
    - You can refer patrons to nearby collections
    - Other ________

TX

D. Forms and form letters

H. Manuals

J. Promotional materials

L. Shipping lists

M. Studies, surveys and workshops

T:TX:D6

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DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

Date ____________

Government Publications
Texas Documents Section

Subject:

In reference to your correspondence of ________________, the publication/information you requested is:

____ Out of Stock

____ Not in our Collection

____ Out of Print

____ Circulation Cppies only

____ Not yet Published

____ Publication Ceased

____ Publication suspeded with __________ Expected to Resume ________________________

____ Request referred to: __________________

____ Remarks:

If the Texas State Library can be of any further help, please notify us.

Date _______________ Signed _______________________

T TX:D7 1

Agency	Person Contacted	Phone number

Title of Publication

No. of copies needed	No. of copies initially recd.	Date Contacted	Follow-up date

Item no.	Will send	Will not send	No. of copies	Request visit yes___ no_____

COMMENTS:

Contacted by:

TX:H2

TEXAS STATE DOCUMENTS DEPOSITORY PROGRAM

MANUAL OF GUIDELINES FOR TEXAS STATE AGENCIES

Texas State Publications Clearinghouse
TEXAS STATE LIBRARY

835

TEXAS STATE DOCUMENTS DEPOSITORY PROGRAM
MANUAL OF GUIDELINES FOR TEXAS STATE AGENCIES

Compiled by
Katherine Adams

Texas State Publications Clearinghouse
TEXAS STATE LIBRARY
July 1980
Second Printing - September 1980

INTRODUCTION

By law, VATS 5442a as amended in 1979, Texas state agencies and state-supported colleges and universities are required to deposit copies of their publications with the Texas State Publications Clearinghouse of the Texas State Library.

This _Manual of Guidelines_ is designed to assist agencies in complying with this "depository law." It describes the Texas State Documents Depository Program, for which the law serves as a basis, and presents guidelines for the deposit of publications with the Clearinghouse.

Section 5 of the law requires that each agency designate a publications contact person to serve as a liaison with the Clearinghouse concerning documents deposit. This _Manual_ is intended primarily for use by these contact persons, and they are urged to review it carefully. Questions or suggestions concerning either the _Manual_ or the State Documents Program should be directed to the Coordinator, Texas State Publications Clearinghouse, Texas State Library, (512) 475-6725, TexAn 822-6725.

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I. THE TEXAS STATE DOCUMENTS DEPOSITORY PROGRAM

I. THE TEXAS STATE DOCUMENTS DEPOSITORY PROGRAM

The Texas State Documents Depository Program of the Texas State Library is designed to systematically collect and distribute Texas state governmental publications and to promote their use. This Program has three main goals: to provide the citizens ready access to the information published by their state's government, to provide a means for citizens to monitor the activities of Texas state government through the use of its publications, and to provide a mechanism by which state agencies can make their publications available at a minimum of cost and effort.

When a state agency or state-supported college or university deposits copies of its publications with the Texas State Publications Clearinghouse, it is participating in this Program. The documents themselves make up the heart of the Program, and, therefore, the contribution of state agencies in depositing them with the Clearinghouse is crucial to the Program's success.

The essential components of the Program are the acquisition of the documents from the agencies, the processing of documents and the preparation of finding aids to make them accessible, the distribution of publications to designated libraries around the state, and the retention of publications in a permanent, central collection for use by patrons.

A publication deposited with the Clearinghouse goes through a series of steps designed to increase access both to the document itself and to the information contained in the document. These steps include the following:

1. Identification and classification

   A record is kept of each document which is deposited with the Clearinghouse. This record includes the document title, issuing agency, personal author, publication date, pagination, classification number, and the number of copies deposited with the Clearinghouse.

The document's classification number is drawn from a classification scheme based on the structure of Texas state government. This classification number permits easy retrieval of the document from the permanent collection in which it is stored.

2. Cataloging:

Publications received are cataloged into OCLC, an automated, cooperative cataloging network which permits title and author searching by the over 2000 system members nationwide. Inclusion in the data base means that Texas state documents receive national exposure and that bibliographic and holding institution information for them is available around the country.

3. Announcement:

As a current awareness service, the Clearinghouse issues Texas State Documents, a monthly checklist of Texas state publications received. This checklist is the most comprehensive listing available of Texas state governmental publications. Issues are free from the Clearinghouse upon request. (a sample checklist is in appendix D)

4. Indexing:

To improve access to specific state documents or to state publications which deal with a certain topic, the Clearinghouse prepares and issues periodic indexes to documents received. Title, issuing agency, and subject indexes are available free from the Clearinghouse upon request.

5. Distribution:

If sufficient copies of a publication are deposited with the Clearinghouse, a copy is sent to each of 51 Texas depository libraries. The purpose of this distribution is to provide citizens with access to state documents in their local areas. (see appendix C for a list and map of Texas depository libraries)

6. Microduplication:

A copy of each publication deposited with the Clearinghouse is microfilmed, then processed into microfiche. Fiche copies of publications are sold by the Clearinghouse at a nominal charge.

The purpose of this microduplication program is to provide a permanent record of all publications received and to allow the low-cost distribution of publications not readily available in paper copy. A release is requested before filiming any document holding a notice of copyright. The Clearinghouse welcomes orders for fiche copies of documents, and agencies are urged, therefore, to refer patron requests for publications to the Clearinghouse whenever they wish.

7. Permanent retention:

Copies of all publications deposited are stored in the central, permanent Texas State Documents Collection at the Texas State Library. Documents in the collection are available for patron use in the Library and for local and interlibrary loan. This collection, which now includes well over 80,000 documents, is the largest collection of Texas state governmental publications in existence.

8. Reference and loan service:

All publications in the Texas State Documents Collection are available for patrons' use in the Library and for loan. The Reference Staff of the Library offers expert state documents reference service. The Staff welcomes reference questions from state agency personnel and referrals from agencies of patron requests for information and documents.

Clearly the value of the Texas State Documents Depository Program increases as more and more state agencies deposit their publications with the Clearinghouse. The Texas State Publications Clearinghouse wishes to express its appreciation to all agencies that have contributed to the accomplishment of the Program's goals and to solicit the support of all agencies in the State Documents Program. By working together, Texas state agencies and the Clearinghouse can insure that all citizens of Texas will have available to them the wealth of information published by their state's government.

II. DEPOSITING STATE AGENCY PUBLICATIONS

A. Agency-Clearinghouse Communications
   1. Publications Contact Person
   2. Monthly Publications List
   3. Shipment of Documents to the Clearinghouse

B. Standard Deposit Requirements

C. Waivers and Exemptions

D. Guidelines for the Deposit of Publications

II. DEPOSITING STATE AGENCY PUBLICATIONS

A. Agency-Clearinghouse Communications

1. Publications Contact Person

Communications between the Texas State Publications Clearinghouse and each state agency concerning the deposit of publications are frequent. They include questions on which documents to deposit, the return of duplicate shipments of publications, where to send documents, how many copies of a title to send, or if a specific publication has already been supplied.

To expedite these communications and for the convenience of both the agency and the Clearinghouse, agencies are required to designate a "publications contact person(s)." In general, the contact person serves as the primary liaison for an agency with the Clearinghouse. Specifically, the contact person is responsible for the following types of communications with the Clearinghouse:

1. submitting the monthly publications list to the Clearinghouse.
2. negotiating waivers to alter the number of copies of a publication to be deposited.
3. assisting the Clearinghouse in resolving any problems concerning the deposit of publications.

Agencies should notify the Clearinghouse at the time of the initial appointment of a contact person(s), as well as at any new appointment. Notification may be by letter, telephone, or by submitting the publications contact person(s) form (see form A) to the Clearinghouse. Copies of this form are available from the Clearinghouse upon request.

Who serves as the publications contact person is solely the choice of the agency and should be based on convenience to the agency. More than one person may be designated as contact person by an agency, and individual sub-divisions within an agency may each have a contact person.

PUBLICATIONS CONTACT PERSON(S)

Please indicate which of your staff members you would like to designate as the 'publications contact person(s)' for your agency. The Texas State Publications Clearinghouse will communicate with this person(s) concerning the participation by your agency in the State Documents Depository Program, as specified in V.A.T.S. 5442a. Should you, for any reason, desire to change the designated contact person(s), please notify the Clearinghouse in writing. Thank you for your cooperation.

AGENCY NAME ______________________________

MAILNG ADDRESS ______________________________

____

NUMBER OF CONTACT PERSONS DESIGNATED TO REPRESENT THE AGENCY ? ____

* * * * * * * * * * * *

1 CONTACT PERSON ______________________________

DIVISION OR DEPARTMENT ______________________________

TELEPHONE ______________

2 CONTACT PERSON ______________________________

DIVISION OR DEPARTMENT ______________________________

TELEPHONE ______________

3 CONTACT PERSON ______________________________

DIVISION OR DEPARTMENT ______________________________

TELEPHONE ______________

[attach additional sheets if necessary.]

Please return by ____________ to:

Texas State Publications Clearinghouse
TEXAS STATE LIBRARY
P. O. Box 12927, Capitol Station
Austin, Texas 78711

II. DEPOSITING STATE AGENCY PUBLICATIONS

A. Agency-Clearinghouse Communications

2. Monthly Publications List

State agencies and state-supported colleges and universities issue many thousands of publications every year. Some need to be deposited with the Clearinghouse; others are exempt from all deposit requirements.

In order to monitor the publishing done by each agency and to verify that documents intended for deposit have been received, the Clearinghouse requires that agencies submit a monthly publications list (see form B and C) to the Clearinghouse.

The monthly publications list is a list of all publications produced by an agency which come under the deposit requirements of the law. It should not include materials specifically excluded by the law (such as correspondence) or those items which have been exempted from all deposit requirements. Information to be supplied on the form includes:

--date (month and year the list covers)

--name of the issuing agency

--title of all publications produced and deposited or intended for deposit during the month. If no publications were produced, write NONE on the form in the space reserved for document titles.

--the number of copies printed of each publication

--the number of copies supplied to the Clearinghouse

--whether or not a waiver has been granted to reduce the number of copies to be deposited

--notice of publication availability: agencies are urged to note whether or not individuals or libraries can acquire the publications directly from the issuing agency.

The Clearinghouse maintains a permanent file of all monthly publications lists received. The Clearinghouse will notify that agency contact person when an agency fails to send in its monthly list.

The lists should be sent in each month, preferably before the 15th of the month. Lists may be sent in any manner which is convenient to the agency--by letter or enclosed in a shipment of documents.

Additional monthly publications list forms are available from the Clearinghouse upon request.

MONTHLY PUBLICATIONS LIST

TEXAS STATE LIBRARY
Texas State Publications Clearinghouse

Form for reporting to the Texas State Library state documents issued during the preceding month. Please return to the Clearinghouse by the 15th of each month. [This satisfies the agency reporting requirements of V.A.T.S. 5442a.]

MONTH: May 1980 19 AGENCY: Texas Adult Probation Commission

TITLE:	Total Number Printed	Copies Supplied to TSL	Waiver Granted **
Telephone Directory of Adult Probation Officers	1800	65	
Texas Adult Probation Commission Brochure (4-1-80 version)	2500	65	

** Check this box if amount deposited with the Texas State Library is reduced due to a waiver.

○ Please forward additional copies of the 'Monthly List' form.

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FORM B
11/79

MONTHLY PUBLICATIONS LIST

TEXAS STATE LIBRARY
Texas State Publications Clearinghouse

Form for reporting to the Texas State Library state documents issued during the preceding month. Please return to the Clearinghouse by the 15th of each month. [This satisfies the agency reporting requirements of V.A.T.S. 5442a.]

MONTH: April 1980 19

AGENCY: Texas Adult Probation Commission

TITLE:	Total Number Printed	Copies Supplied to TSL	Waiver Granted **
NONE			

** Check this box if amount deposited with the Texas State Library is reduced due to a waiver.

○ Please forward additional copies of the 'Monthly List' form. FORM C

II. DEPOSITING STATE AGENCY PUBLICATIONS

A. Agency-Clearinghouse Communications

3. Shipment of Documents to the Clearinghouse

Agencies should send publications to the Clearinghouse before or at the same time as they submit the monthly publications list which includes the titles being deposited. In this way the Clearinghouse can verify that all publications intended for deposit have been received.

The manner in which an agency sends publications--in one shipment each month, in several shipments, in boxes or in envelopes, should be based on convenience to the agency.

Those agencies located in Austin are urged to use the interagency mailing service and the following address:

Texas State Publications Clearinghouse
Room 307
Texas State Library
State Library and Archives Building
INTERAGENCY MAIL

For publications being sent through the U.S. Mail, use:

Texas State Publications Clearinghouse
Room 307
Texas State Library
PO Box 12927 Capitol Station
Austin TX 78711

If an agency sends a duplicate shipment of documents (that is, a shipment of documents which have already been received) or a shipment containing more than the number of copies of a title required for deposit, the surplus documents will be returned to the agency to the attention of the publications contact person or to a person he designates. A notice of returns form (see form D) will accompany the returned shipment to explain the reason for the return.

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927 CAPITOL STATION
AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS STATE LIBRARY AND
ARCHIVES COMMISSION

***** NOTICE OF RETURNS *****

The enclosed publications, recently received by the Texas State Publications Clearinghouse, are being returned to your agency for the reasons cited below. If you have any questions concerning these returns or the future deposit of your publications with the Clearinghouse, please call:

Coordinator
Texas State Publications Clearinghouse
(512) 475-6725 TexAn 822 6725

Date of return: ________________________________

Reasons for return of documents:

_____ Copies sent in excess of 65.
HB 480, passed by the 66th Texas Legislature, reduced the maximum number of copies of a document which an agency is required to deposit with the Clearinghouse. For publications printed in quantities of 300 or more, the deposit requirement is 65 copies. Therefore, the Clearinghouse is returning the amount supplied in excess of 65.

_____ Duplicate shipment. (documents previously received)

_____ Amount sent not required by standard deposit requirements.
Explanation: ____

____

____

____

____

II. DEPOSITING STATE AGENCY PUBLICATIONS

B. Standard Deposit Requirements

The number of copies of a publication which must be deposited with the Clearinghouse is based on the number of copies printed by or for the issuing agency. The following is the schedule for deposit:

300 or more copies printed.........	deposit 65 copies
100 to 299 copies printed..........	deposit 20 copies
20 to 99 copies printed............	deposit 6 copies
less than 20 copies printed........	deposit 3 copies

In addition, the law specifies that in the case of annual reports agencies will deposit 65 copies with the Clearinghouse. In all cases, agencies are expected to incorporate these deposit requirements into their printing orders.

The Clearinghouse recognizes that there are instances when the deposit of the required number of copies is impossible or undesirable. The means for dealing with this situation is by negotiating for a waiver to reduce the number of copies required for deposit. Waivers are discussed fully in Section C of this *Manual*.

The quantity in which a publication should be deposited with the Clearinghouse--65, 20, 6 or 3 copies--has been deliberately chosen: this quantity determines the degree to which a publication can be distributed to depository libraries around the state.

If 65 copies of a document are deposited: 4 copies are retained by the Clearinghouse (1 is microfilmed, 3 are added to the documents collection), and the remaining copies are sent to the Legislative Reference Library, the Library of Congress, and the Center for Research Libraries in Chicago, and to the designated depository libraries in Texas. This full distribution enables patrons to consult Texas state governmental publications in their local areas.

A complete list of Texas depository libraries is in appendix C.

If 20 copies of a document are deposited, 4 copies are retained by the Clearinghouse and copies are sent to the Legislative Reference Library, the Library of Congress and the Center for Research Libraries. The remaining copies are made available for selection by the Texas depository libraries. Claims for these documents are filled in a first-come, first-serve basis.

If 6 copies of a document are deposited, 4 copies are retained by the Clearinghouse, 1 is sent to the Legislative Reference Library and 1 is sent to the Library of Congress.

If 3 copies of a document are deposited, 2 copies are retained by the Clearinghouse and 1 copy is sent to the Legislative Reference Library.

VATS 5442a Section 8(c)(b) requires that an agency deposit with the Legislative Reference Library 5 copies of each publication which it produces. This statutory requirement is in addition to the deposit requirement of the State Library.

In many instances the two deposit requirements foster duplication of effort: agencies send copies of a publication to the Legislative Reference Library and to the State Library as required by law, then the State Library distributes copies of the document to its depositories, including the Legislative Reference Library. The result: the Legislative Reference Library receives the same publication from two different sources-- the issuing agency and the State Library.

To avoid this duplication while insuring that the Legislative Reference Library has the opportunity to acquire needed publications, the two libraries have reached an agreement which, it is hoped, will ease the wok of the agencies. In general, when an agency deposits 20 or more copis of a publication with the Clearinghouse, it need not send additional copie directly to the Legislative Reference Library. However, Legislative Refernce reserves the right to request from the issuing agency additional copies--to a total of 5--when there is a need. In those cases in which an agency deposits less than 20 copies of a publication with the Clearinghouse, the agency will need to meet its deposit requirements with the Legislative Reference Library by sending copies directly to that Library. In simple terms...if you send the Clearinghouse 20 or more copies of a publication, do not send copies to the Legislative Reference Library. If Legislative Reference needs additional copies, it will initiate a request.

While the quantity in which a publication is deposited determines its treatment in terms of distribution to libraries, it in no way affects the other handling which each title receives at the Clearinghouse. Documents received, with very few exceptions, are classified, cataloged, listed in the monthly checklist, indexed, microfilmed, and retained for patron use.

The advantage of depositing 65 copies of a publication with the Clearinghouse is obvious. By having copies of its publications in over 50 strategically located libraries around the state, an agency is assuring that citizens will have access to state government-produced information in local areas. Agencies receiving inquiries about their publications and the information in them can refer patrons to the depository libraries in their areas.

LEGISLATIVE REFERENCE LIBRARY
P. O. BOX 12488, CAPITOL STATION
AUSTIN, TEXAS 78711

JAMES R. SANDERS
DIRECTOR

July 16, 1980

Dr. Dorman H. Winfrey
Director-Librarian
Texas State Library
Lorenzo de Zavala Bldg.
Austin, Texas 78701

Dear Dr. Winfrey:

The Legislative Reference Library is willing to cooperate with the Texas State Library in simplifying agency procedures for compliance with the Texas publication depository laws.

The Legislative Reference Library will accept the number of copies distributed to us by the Texas State Library in lieu of the five copies sent directly to the Library from each agency. However, the Legislative Library does reserve the right to request additional copies from the issuing agency, and the Legislative Library does reserve the right to make an exception from this agreement and request specific agencies to furnish copies of reports directly to the Legislative Reference Library rather than going through the Texas State Library.

Article VI agencies (legislative agencies) are not included in this agreement and their materials will be sent directly to the Legislative Reference Library.

I hope that this agreement will be of benefit both to the Texas State Library and to the agencies complying with the new depository law.

Sincerely,

James R. Sanders

James R. Sanders
Director

JRS:sr

II. DEPOSITING STATE AGENCY PUBLICATIONS

C. Waivers and Exemptions

Under VATS 5442a the Clearinghouse has the authority to waive the standard requirements for the deposit of a publication.

In general waivers are issued to reduce the number of copies of a publication which an agency is required to supply to the Clearinghouse. In some cases, however, a waiver will exempt an individual document or a type of publication from all deposit requirements and the Clearinghouse will request that NO copies be supplied. For purposes of clarity in this Manual, a waiver which reduces the number of copies to be supplied is called, simply, a "waiver," and a waiver which requires that no copies be supplied is called an "exemption."

Waivers are granted when depositing the number of copies required under the standard schedule would result in a financial hardship for the issuing agency or when the Clearinghouse determines that a publication would not be of general interest to the depository libraries. All waivers will indicate the number of copies to be deposited with the Clearinghouse.

Exemptions are granted for documents which the Clearinghouse determines are unnecessary or inappropriate for deposit given the purpose of the Texas State Documents Depository Program. When an exemption is granted, it means that no copies of the publication are to deposited with the Clearinghouse.

Waivers and exemptions can apply to individual titles or to several titles --a "class" of documents--which have a common format or topic. The following are guidelines which apply to all waivers and exemptions.

1. Waivers or exemptions granted on the basis of format extend to all publications having that format, regardless of issuing agency or the topic of the publication. (examples include bookmarks, posters, and business cards)

2. Waivers or exemptions granted on the basis of topic or content of a publication extend to all publications dealing with the same topic, regardless of the format or issuing agency.
   (an example is all materials dealing with athletic events or teams)

3. Waivers granted for a specific publications series extend to all titles within that series. (a series is defined as an on-going publication which is issued under a common name, such as technical reports series, and which is made up of documents having unique titles)

4. Waivers granted for a periodical extend to all issues of the periodical. (periodicals are defined as publications having the same title which are issued three or more times each year)

5. Waivers granted for a specific title extend to revisions of that title.

6. Exemptions granted for a specific title extend to reprints and revisions of that title.

7. Agencies or the Clearinghouse may renegotiate a waiver at any time.

One final note. On occasion an agency may decide that it would like to distribute to the depository libraries in Texas a document which normally would be deposited with the Clearinghouse in limited quantities, say 3 or 6. In this instance the agency is urged to call the Clearinghouse to make arrangements for full distribution of the publication. The Clearinghouse welcomes the opportunity to make this distribution service available to the agencies.

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927 CAPITOL STATION
AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

By law (article 5442a, Vernon's Annotated Civil Statutes, as amended by HB 480, 66th Texas Legislature), Texas state agencies and state-supported colleges and universities must deposit copies of their publications with the Texas State Publications Clearinghouse of the Texas State Library. The number of copies to be deposited with the Clearinghouse is based on the number of copies printed.

Under HB 480, the Clearinghouse has the authority to waive the standard deposit requirements for the deposit of a publication. Accordingly, a waiver is granted for the following titles in order to reduce the number of copies to be supplied to the Clearinghouse. The issuing agency has agreed to supply the number of copies designated.

Titles receiving waiver	Copies to be deposited

If you have any questions concerning this waiver or the deposit of publications with the Clearinghouse, please call (512) 475-6725.

Sincerely,
Katherine Adams
Katherine Adams
Coordinator
Texas State Publications Clearinghouse

II. DEPOSITING STATE AGENCY PUBLICATIONS

D. Guidelines for the Deposit of Publications

"'State publication' means printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency. The term 'publication' includes publications sponsored by or purchased for distribution by a state agency, and publications released by private institutions, such as research and consulting firms, under contract with a state agency, but does not include correspondence, interoffice memoranda, or routine business forms."*

When preparing the rules and regulations for the Texas State Documents Depository Program, the Clearinghouse deliberately chose to define "state publication" very broadly. It was felt that the most efficient manner of collecting state governmental publications on a comprehensive scope was to begin with a broad definition of what was to be acquired and then to eliminate specific printed materials from collection efforts as it became necessary or desirable.

As you review the following guidelines for the deposit of publications with the Clearinghouse, please bear in mind the overriding purpose of the State Documents Depository Program and the reason for the deposit of state documents: to help meet the information needs of Texans by providing them easy access to the publications of their state's government.

These guidelines for the deposit of publications with the Clearinghouse are intended to help answer questions concerning the kinds of publications to deposit and the quantities in which they should be supplied.

The guidelines list categories of publications alphabetically by the type of publication. They indicate the deposit requirement, and, in most cases, give examples of typical titles in each category. The guidelines are prefaced by an outline of the contents.

---

*Published in the Texas Register, Vol. 4, no. 82, November 2, 1979.

While this list of publication categories is designed to cover the wide range of publication types issued by state agencies, colleges, and universities, it is entirely possible that an agency will produce a document which does not fall conveniently into any of the categories named. Agencies are urged to consult the Clearinghouse any time they have questions which are not answered by these deposit guidelines.

Standard Deposit Requirements

300+ copies printed	Deposit 65 copies
100 to 299 copies printed	Deposit 20 copies
20 to 99 copies printed	Deposit 6 copies
Less than 20 copies printed	Deposit 3 copies
Annual reports	Deposit 65 copies
Waiver	Deposit number indicated
Exemption	Deposit 0 copies

Outline of the Guidelines for the Deposit of Publications

I. Annual report/biennial reports

II. Budgets

    a. annual operating budget
    b. biennial request for appropriations

III. College/university catalogs

    a. general college/university catalog
    b. individual college/department catalog

IV. College/university development fund materials

V. College/university recruitment and promotional materials

    a. mailout-handout materials to prospective students
    b. advertisements
    c. athletic events materials
    d. alumni materials

VI. College/university student publications

    a. student newspapers
    b. student magazines
    c. yearbooks
    d. student handbooks

VII. Conference/workshop materials

  a. advertising
  b. published proceedings
  c. training manuals

VIII. Course materials

  a. academic course schedules
  b. course announcements
  c. course descriptions
  d. course handouts
  e. course manuals of instruction

IX. Directories and rosters

  a. directories of facilities
  b. directories of services
  c. personnel directories
  d. rosters

X. Financial reports

  a. annual financial reports
  b. college/university financial reports
  c. monthly/quarterly financial reports

XI. General informational publications and reports of research

  a. directories
  b. drafts of reports
  c. guides
  d. manuals and handbooks
  e. maps
  f. pamphlets and brochures
  g. publications lists
  h. reports
  i. series publications
  j. state plans
  k. statistical compilations

XII. Laws, rules and regulations, and licensing standards

  a. Texas laws published as separates
  b. Texas rules and regulations published as separates
  c. college/university rules and regulations
  d. compilations of laws on a topic
  e. licensing standards

XIII. Lists of publications

  a. bibliographies
  b. catalogs
  c. publications lists

XIV. Minutes

- a. minutes of boards of regents meetings
- b. minutes of agency governing boards meetings

XV. Periodicals

- a. magazines
- b. newsletters
- c. newspapers
- d. newsreleases
- e. scholarly journals supported by sale

XVI. Special problems

- a. drafts
- b. grant proposals, bids
- c. publications financed by sale
- d. reprints
- e. revisions
- f. updates, transmittals
- g. university press books

Guidelines for the Deposit of Publications

Type of Publication	Deposit Requirement
I. Annual reports/biennial reports (descriptive and statistical reports of programs services, activities of an agency; not all agencies prepare annual/biennial reports; may be for entire agency or for a unit within an agency) --see also: Financial Reports example: One Hundred and Fourth Annual Report of the State Board of Insurance Annual Report: 1979 Kidney Health Care Program (State Dept. of Health)	standard deposit requirement
II. Budgets	
a. annual operating budget (where prepared; exclude monthly operating budgets)	waiver, deposit 1 copy
b. biennial request for appropriations (budget request, preliminary and final submission)	waiver, deposit 1 copy

Type of Publication	Deposit Requirement
III. College/university catalogs	
a. general college/university catalogs example: Graduate Catalog 1980 (Texas Tech University) Bulletin of Pan American University (Pan American Univ. at Edinburg)	standard deposit requirement
b. individual departmental or college catalogs *(where a college or university does not issue a general catalog for the institution as a whole, deposit departmental or college catalogs according to the standard deposit requirements)	exemption*
IV. College/university development fund materials (may be brochures, reports, newsletters etc.)	exemption
V. College/university recruitment and promotional materials	
a. materials general intended as mail-out, hand-out information for prospective students and their families.	exemption
b. brochures, bulletin board materials, schedules, invitations, calendars, posters, leaflets, pamphlets, or notices designed to announce, describe, advertise or register persons for: --athletic events --conferences --courses --demonstrations --lectures --meetings --performances --seminars --symposia --workshops	exemption
c. calendars and schedules of athletic events, rosters of teams, listing of athletic records	exemption
d. alumni materials (pamphlets, brochures, magazines etc.)	exemption
VI. College/university student publications	
a. student newspapers	exemption
b. student magazines	exemption
c. yearbooks	exemption
d. student handbook (handbook describing services, policies, and practices of college/university which relate to student)	standard deposit requirement

Type of Publication	Deposit Requirement
VII. Conference/training workshop/seminar materials	
a. advertising and registration information	exemption
b. published proceedings example: *Proceedings of the Second Biennial Crustacean Health Workshop* (Texas A&M, Sea Grant Program) *Abstracts of Technical Papers Presented at the Third Annual Meeting of the Southeast Deer Study Group* (Stephen F. Austin State University)	standard deposit requirement
c. training manuals used in workshops, seminars, or conferences (includes only those manuals which can stand alone, i.e. can be used without accompanying lecture or visual aids) example: *Advanced Estate Planning and Probate Course* (State Bar of Texas, Professional Development Program)	waiver, deposit 6 copies
VIII. Course materials	
a. academic course schedules	exemption
b. course announcements (announcements for courses, workshops, seminars, conferences etc.)	exemption
c. course descriptions (other than general college/university catalog)	exemption
d. course handouts (reading lists, assignments, lecture notes, syllabi)	exemption
e. course manuals of instruction (includes only those manuals which can stand alone, i.e. can be used without accompanying lecture or visual aids) example: *Oil Spill Control Course Handbook* (Texas A&M, Engineering Extension Service)	waiver, deposit 6 copies

Type of Publication	Deposit Requirement
IX. Directories and rosters	
a. directories of facilities example: *Directory of Agricultural Cooperatives, 1980-81* (Texas Department of Agriculture)	standard deposit requirement
b. directories of services example: *Directory of Services for the Deaf in Texas* (Joint Advisory Committee on Education Services to the Deaf, 65th Texas Legislature)	standard deposit requirement
c. personnel directories (includes directories to both an institution or agency as a whole or a unit within an institution or agency) example: *Faculty and Staff Directory 1980* (University of Texas Health Center at Tyler)	standard deposit requirement
d. rosters example: *Registered Public Surveyors: 1977 Roster* (State Board of Registration for Public Surveyors)	standard deposit requirement
X. Financial reports	
a. annual financial report or statement (includes those issued by agencies which do not publish an annual report and those issued by agencies which produce annual reports not containing financial information) *(if an agency issues an annual report containing financial information and issues an annual financial report as well, deposit only 6 copies of the annual financial report)	*standard deposit requirement
b. college/university annual financial report	copies supplied to the Clearinghouse by the State Auditor
c. monthly/quarterly financial reports	exemption

XI. General informational publications and reports of research

By far the largest quantity of documents issued by an agency or college or university falls in this category. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college/university.

Publications in this category cover an enormous variety of subjects, and they differ in intended audience, sophistication of treatment, and format. Examples below are provided to suggest the kinds of publications which fall into this category.

Type of Publication	Deposit Requirement
a. directories example: List of Licensed Pest Control Operators (Structural Pest Control Board)	standard deposit requirement
b. drafts of plans and reports (the Clearinghouse will be happy to place draft copies for review in depository libraries)	waiver, deposit 1 copy
c. guides example: The Guide to Early Mortgage Retirement (Real Estate Research Center) A Resource Guide for the Determination of Learning Disabilities (Texas Education Agency)	standard deposit requirement
d. manuals and handbooks example: Services Information Handbook (Abilene State School) Appraisal Board Manual: A Handbook for Members of Countywide Appraisal Boards (State Property Tax Board)	standard deposit requirement
e. maps example: Vegetation Type Map of the Southern Cross Timbers (Parks and Wildlife Department Hueco Tanks State Historical Park (Parks and Wildlife Department)	standard deposit requirement
f. pamphlets and brochures about an agency, its services, or a subject which is of concern to it example: Answers to Food Stamp Questions (Texas Dept. of Human Resources) What is TDMHMR? (Texas Dept. of Mental Health and Mental Retardation)	standard deposit requirement

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Type of Publication	Deposit Requirement
XI. General information publications (cont.)	
g. publications lists	standard deposit requirement
example: A List of Publications in the Department of Agricultural Economics and the Department of Rural Sociology (Texas A&M)	
h. reports	standard deposit requirement
example: A Labor Market Report on the Eagle Pass Labor Area (Texas Employment Commission)	
An Overview of Economic Development Forces in the South Texas/Border Region (Texas Industrial Commission)	
Transforms and Approximations in Cost and Production Function Relations (University of Texas at Austin, Center for Cybernetic Studies)	
i. series publications	standard deposit requirement
example: Water Quality Hydrology of Lands Receiving Farm Animal Wastes (Technical Report No. 50) (Texas A&M, Water Resources Institute)	
j. state plans	standard deposit requirement
example: Criminal Justice Plan 1980 (Governor's Office)	
k. statistical compilations	standard deposit requirement
example: Motor Vehicle Traffic Accidents 1978 (Department of Public Safety)	
XII. Laws, rules and regulations, and licensing standards	
a. Texas laws published as separates	standard deposit requirement
example: Texas Boxing and Wrestling Act (Texas Department of Labor and Standards)	
b. Texas rules and regulations published as separates	standard deposit requirement
example: Rules and Regulations of the Board of Landscape Architects (Board of Architectural Examiners)	

Type of Publication	Deposit Requirement
XII. Laws, rules (cont.)	
c. college/university rules and regulations (rules and regulations having institution-wide effect)	waiver, deposit 6 copies
d. compilations of laws on a topic example: Texas Drug Laws (Department of Public Safety)	standard deposit requirement
e. licensing standards example: Hospital Licensing Standards (State Health Department)	standard deposit requirement
XIII. Lists of Publications	
a. bibliographies example: Bibliography of Glyphosate (Texas A&M, Agricultural Experiment Station)	standard deposit requirement
b. catalogs example: Water Resources Library COM Catalog (Texas Department of Water Resources) Health and Safety Films (University of Texas at Austin, Film Library)	standard deposit requirement
c. publications lists example: List of Publications 1980 (University of Texas at Austin, Bureau of Business Research) Bulletin Price List (Parks and Wildlife Department)	standard deposit requirement
XIV. Minutes of governing bodies	
a. minutes of boards of regents meetings	waiver, deposit 1 copy
b. minutes of agency governing board meetings	waiver, deposit 1 copy
XV. Periodicals	
a. magazines (excluding alumni and student magazines) example: Texas Highways (State Department of Highways and Public Transportation)	standard deposit requirement

Type of Publication	Deposit Requirement
XV. Periodicals (cont.)	
b. newsletters (intended for out-of-house distribution) example: TAC Bulletin (Texas Aeronautics Commission)	standard deposit requirement
c. newspapers (includes student newspapers, staff newspapers, newspaper intended for public distribution)	exemption
d. newsreleases	exemption
e. scholarly journals supported solely by the sale of the journal	waiver, deposit 3 copies
XVI. Special Problems	
a. drafts of reports, plans, etc.	waiver, deposit 1 copy
b. grant proposals, specifications, bids, etc.	exemptions
c. publications financed by the sale of the publication	waiver, deposit 6 copies
d. reprints (reissue without substantial change, either in same format or as part of another publication)	exemption
e. revisions	same deposit requirement as original document
f. updates, transmittals	same deposit requirement as original document
g. university press books	waiver, deposit 1 copy

III. APPENDICES

APPENDIX A

The Texas Depository Law: VATS 5442a

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VERNON'S ANNOTATED TEXAS STATUTES

Art. 5442a. State publications and depository libraries for state documents

Section 1. In this Act:

(1) "State publication" means printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency. The term includes publications sponsored by or purchased for distribution by a state agency and publications released by private institutions, such as research and consulting firms, under contract with a state agency, but does not include correspondence, interoffice memoranda, or routine forms.

(2) "State agency" means any state office, officer, department, division, bureau, board, commission, legislative committee, authority, institution, substate planning bureau, university system or institution of higher education as defined by Section 61.003, Texas Education Code, as amended, or any of their subdivisions.

(3) "Depository libraries" means the Texas State Library, the Texas Legislative Reference Library, the Library of Congress, the Center for Research Libraries, and other libraries that the Texas Library and Historical Commission[1] designates as depository libraries.

Sec. 2. The Texas Library and Historical Commission shall adopt rules to establish procedures for the distribution of state publications to depository libraries and for the retention of those publications. The commission may contract with a depository library to receive all or a part of the state publications that are distributed.

Sec. 3. (a) Each state agency shall furnish to the Texas State Library its state publications in the quantity specified by the rules of the Texas Library and Historical Commission. The commission may not require more than 75 copies of a state publication.

(b) On the printing of or the awarding of a contract for the printing of a publication, a state agency shall arrange for the required number of copies to be deposited with the Texas State Library.

Sec. 4. The Texas State Library shall:

(1) acquire, organize, and retain the state publications;

(2) collect state publications and distribute them to depository libraries;

(3) establish a microform program for the preservation and management of state publications and make available state publications in microform to depository and other libraries at a reasonable cost;

(4) periodically issue a list of all state publications that it has received to all depository libraries and to other libraries on request;

(5) catalog, classify, and index all state publications that it has received and distribute the cataloging, classification, and indexing information to depository libraries and to other libraries on request; and

(6) ensure that state publications are fully represented in regional and national automated library networks.

Sec. 5. Each state agency shall designate one or more staff persons as the agency's publications contact person and shall notify the Texas State Library of the identity of each person selected. A state agency's contact person shall furnish to the Texas State Library each month a list of all of the agency's state publications that were produced during the preceding month.

Sec. 6. If a state agency's printing is done by contract, an account for the printing may not be approved and a warrant for the printing may not be issued unless the agency first furnishes to the State Board of Control a receipt from the state librarian for the publication or a written waiver from the state librarian exempting the publication from the requirements of this Act.

Sec. 7. The state librarian may specifically exempt a publication from the requirements of this Act.

Acts 1963, 58th Leg., p. 1133, ch. 438. Secs. 2 and 3 amended by Acts 1969, 61st Leg., p. 154, ch. 55, § 10, eff. Sept. 1, 1969; Sec. 2 amended by Acts 1979, 66th Leg., p. 858, ch. 382, § 9, eff. Aug. 27, 1979. Amended by Acts 1979, 66th Leg., p. 1775, ch. 720, § 2, eff. Aug. 27, 1979.

[1] Name changed to Texas State Library and Archives Commission; see art. 5434b.

APPENDIX B

Rules and Regulations
Texas State Documents Depository Program

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

State Documents Depository Program

Depositing State Agency Publications**

These rules are promulgated under the authority of Article 5442a, Vernon's Annotated Civil Statutes, as amended by House Bill 480, 66th Texas Legislature.

3.1 Definitions.

(a) "State agency" means any state office, officer, department, division, bureau, commission, legislative committee, authority, institution, substate planning bureau, university system, or institution of higher education as defined by Section 61.003, Texas Education Code, as amended, or by any of their subdivisions.

(b) "State publication" means printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency. The term "publication" includes publications sponsored by or purchased for distribution by a state agency, and publications released by private institutions, such as research and consulting firms, under contract with a state agency, but does not include correspondence, interoffice memoranda, or routine business forms.

(c) "Clearinghouse" means the Texas State Publications Clearinghouse, a subunit of the Texas State Library.

3.2 Texas State Publications Clearinghouse.

The Texas State Publications Clearinghouse is the unit within the Texas State Library charged with the responsibility of administering the State Documents Depository Program. All inquiries, correspondence, and publications should be directed to the clearinghouse at the following address:

Texas State Publications Clearinghouse
Texas State Library
P.O. Box 12927, Capitol Station
Austin, Texas 78711

3.3 Publications To Be Deposited.

Sixty-five copies of all annual and biennial reports shall be delivered to the clearinghouse to meet the needs of the State Documents Depository Program. All other publications shall be deposited according to the following schedule which is based on the total number of copies printed:

300+ copies printed	Deposit 65 copies
100 to 299 copies printed	Deposit 20 copies
20 to 99 copies printed	Deposit 6 copies
Less than 20 copies printed	Deposit 3 copies

3.4 Publications Contact Person.

Each agency shall appoint a publications contact person(s) to serve as a liaison with the clearinghouse concerning publications for the State Documents Depository Program. The clearinghouse shall be notified in writing as to the appointment of a publications contact person, and as to any changes that may occur in that appointment.

** Published in Title 13, Texas Administrative Code, Sections 3.1 - 3.7

3.5 List of Publications.

Each agency shall submit to the clearinghouse on or before the 15th of each month, a list of all publications produced by that agency during the preceding month. Forms will be supplied by the clearinghouse. Information to be supplied on the reporting form shall include title of publication, number of copies printed, name of issuing department, and the number of copies to be deposited with the clearinghouse.

3.6 Receipt for Publications.

Acknowledgement of receipt of publications printed on contract will be returned to the issuing agency.

3.7 Waivers.

Upon written application, the state librarian is authorized to specifically exempt publications from the standard requirements for deposit. Waivers will be granted on a case-by-case basis and only when full compliance would be prohibitively expensive to the issuing agency. Under no circumstances will a waiver be granted without agreement to supply at least three copies to the clearinghouse.

Issued in Austin, Texas, on October 24, 1979.

Doc. No. 798139 Wm. D. Gooch
Assistant State Librarian
Texas State Library and Archives Commission

Effective Date: November 15, 1979
Proposal Publication Date: September 21, 1979
For further information, please call (512) 475-6725.

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Section 61.003. Texas Education Code, as amended, by the 66th Texas Legislature.

In this chapter:

(1) "Board" means the Coordinating Board, Texas College and University System.

(2) "Public junior college" means any junior college certified as required by law, including but not limited to the following as long as they retain certification: Alvin Junior College; Amarillo Junior College; Blinn Junior College, Brenham; Cisco Junior College; Clarendon Junior College; Cooke County Junior College, Gainesville; Del Mar Junior College, Corpus Christi; Frank Phillips Junior College, Borger; Grayson County Junior College, Denison; Henderson County Junior College, Athens; Hill Country Junior College, Hillsboro; Howard County Junior College, Big Spring; Kilgore Junior College; Laredo Junior College; Lee Junior College, Baytown; Navarro County Junior College, Corsicana; Odessa Junior College; Panola County Junior College, Carthage; Paris Junior College; Ranger Junior College; San Antonio Junior College; San Jacinto Junior College, Pasadena; South Plains Junior College, Levelland; Southwest Texas Joint Counties Junior College, Uvalde; Temple Junior College; Texarkana Junior College; Texas Southwest College, Brownsville; Tyler Junior College; Victoria Junior College; Weatherford Junior College; and Wharton County Junior College, Wharton.

(3) "General academic teaching institution: means The University of Texas at Austin; The University of Texas at El Paso; The University of Texas of the Permian Basin; The University of Texas at Dallas; The University of Texas at San Antonio; Texas A&M University, Main University; The University of Texas at Arlington; Tarleton State College; Prairie View Agricultural and Mechanical College; Texas Maritime Academy; Texas Tech University; North Texas State University; Lamar University; Texas A & I University; Texas Woman's University; Texas Southern University; Midwestern University; University of Houston; Pan American University; East Texas State University; Sam Houston State University; Southwest Texas State University; West Texas State University; Stephen F. Austin State University; Sul Ross State University; Angelo State University; Tyler State College; and any other college, university, or institution so classified as provided in this chapter or created and so classified, expressly or impliedly, by law.

(4) "Public senior college or university" means a general academic teaching institution as defined above.

(5) "Medical and dental unit" means The University of Texas Medical Branch at Galveston; Southwestern Medical School; The University of Texas Medical School at San Antonio; The University of Texas Dental Branch at Houston; The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston; The University of Texas Graduate School of Biomedical Sciences at Houston; The University of Texas Dental School at San Antonio; The University of Texas Medical School at Houston; the component institutions of The University of Texas Nursing School (Systemwide); and The University of Texas School of Public Health at Houston; and such other medical or dental schools as may be established by statute or as provided in this chapter.

(6) "Other agency of higher education" means The University of Texas System, System Administration; Texas Western University Museum; Texas A & M University System, Administrative and General Offices; Texas Agricultural Experiment Station; Texas Agricultural Extension Service; Rodent and Predatory Animal Control Service (a part of the Texas Agricultural Extension Service); Texas Engineering Experiment Station (including the Texas Transportation Institute); Texas Engineering Extension Service; Texas Forest Service; Texas Tech University Museum; Sam Houston Memorial Museum; Panhandle-Plains Historical Museum; Cotton Research Committee of Texas; Water Resources Institute of Texas; and any other unit, division, institution, or agency which shall be so designated by statute or which may be established to operate as a component part of any public senior college or university, or which may be so classified as provided in this chapter.

APPENDIX C

Texas Depository Libraries

TEXAS DEPOSITORY LIBRARIES

Abilene Public Library
Documents Department
202 Cedar Street
Abilene, TX 79601
915-677-2474

Sul Ross University
Library, Documents Department
Alpine, TX 79830
915-837-3461

Amarillo Public Library
Documents Department
P.O. Box 2171
Amarillo, TX 79105
806-372-4211

University of Texas at Arlington
Library, Documents Department
Arlington, TX 76010
817-273-3391

Legislative Reference Library
State Capitol Building
Austin, TX 78711
512-475-2245

University of Texas at Austin
Barker History Center
Sid Richardson Hall
Austin, TX 78712
512-471-5961

Beaumont Public Library
Reference Department
P.O. Box 3827
Beaumont, TX 77704
713-838-0808

Lamar University
Library, Documents Department
Box 20021, Lamar Tech Station
Beaumont, TX 77710
713-838-8313

Pan American University
Library, Documents Department
Brownsville Center/80
Brownsville, TX 78520
512-546-4393

West Texas State University
Library, Documents Department
Canyon, TX 79016
806-656-2761

Center for Research Libraries
5721 South Cottage Grove Ave.
Chicago, IL 60637
312-955-4545

Texas A&M University
Library, Documents Department
College Station, TX 77843
713-845-6111

East Texas State University
Library, Documents Department
Commerce, TX 74529
214-468-2396

La Retama Public Library
Documents Department
505 North Mesquite
Corpus Christi, TX 78401
512-882-1937

Corpus Christi State University
Library, Documents Center
P.O. Box 6010
Corpus Christi, TX 78411
512-991-6810

Dallas Public Library
Documents Division
1954 Commerce Street
Dallas, TX 75201
214-748-9071

Southern Methodist University
Fondren Library
Documents Department
Dallas, TX 75201
214-692-2331

Denison Public Library
300 West Gandy Street
Denison, TX 75020
214-465-1797

North Texas State University
Library, Documents Department
Box 5188, N.T. Station
Denton, TX 76203
817-788-2411

Texas Woman's University
Library, Documents Department
P.O. Box 3715, TWU Station
Denton, TX 76204
817-387-1612

Texas Depository Libraries (cont.)

Pan American University
Library, Documents Department
Edinburg, TX 78539
512-381-2753

El Paso Public Library
Documents Department
501 North Oregon Street
El Paso, TX 79901
915-543-3808

University of Texas at El Paso
Library, Documents Department
El Paso, TX 79999
915-747-5685

Fort Worth Public Library
Government Publications
300 Taylor Street
Fort Worth, TX 76102
817-870-7700

Texas Christian University
Burnett Library
Documents Department
Fort Worth, TX 76129
817-926-2461

Houston Public Library
Texas Room
500 McKinney Ave.
Houston, TX 77002
713-224-5441

Rice University
Fondren Library
Documents Department
P.O. Box 1892
Houston, TX 77001
713-527-8101, Ext. 2587

Texas Southern University
Library, Documents Department
3201 Wheeler Street
Houston, TX 77004
713-527-7148

University of Houston
Library, Documents Department
3801 Cullen Blvd.
Houston, TX 77004
713-749-3715

Sam Houston State University
Library, Documents Department
Huntsville, TX 77341
713-296-6211, Ext. 2164

Texas A&I University
Library, Documents Department
Kingsville, TX 78363
512-595-3416

Laredo State University
Library, Documents Department
Laredo, TX 78040
512-722-8001

Texas Tech University
Library, Gift and Exchange
Lubbock, TX 79409
806-742-2268

Stephen F. Austin State University
Library, Documents Department
Nacogdoches, TX 75962
713-569-4307

Ector County Library
Documents Department
622 North Lee Street
Odessa, TX 79760
915-332-0633

University of Texas of the
Permian Basin
Learning Resources Center
East University Blvd.
Odessa, TX 79760
915-367-2189

Prairie View A&M University
Library, Documents Department
Prairie View, TX 77445
713-857-2012

University of Texas at Dallas
Library, Documents Department
P.O. Box 643
Richardson, TX 75080
214-690-2951

Angelo State University
Library, Documents Department
P.O. Box 3811, SAC Station
San Angelo, TX 76903
915-942-2222

Saint Mary's University
Library, Documents Department
One Camino Santa Maria
San Antonio, TX 78228
512-436-3441

San Antonio Public Library
Main Branch, Business Department
203 South St. Mary's Street
San Antonio, TX 78205
512-223-6851, Ext. 31

Trinity University
Library, Documents Department
715 Stadium Drive
San Antonio, TX 78212
512-736-7429

University of Texas at San Antonio
Library, Documents Department
4242 Piedras Drive, Suite 250
San Antonio, TX 78284
512-691-4570

Southwest Texas State University
Library, Documents Department
San Marcos, TX 78666
512-245-2191

Tarleton State University
Library, Documents Department
Stephenville, TX 76402
817-986-3112

University of Texas at Tyler
Library
East Berta Street
Tyler, TX 75701
214-566-1471

University of Houston at Victoria
2302-C East Red River Street
Victoria, TX 77901
512-576-3151, Ext. 283

Baylor University
Texas Collection
P.O. Box 6396
Waco, TX 76706
817-755-2111

Waco-McLennan County Library
Special Collection
1717 Austin Ave.
Waco, TX 76701
817-754-4694

Library of Congress
Exchange and Gift Division
Washington, D.C. 20540
202-426-5000

Midwestern University
Library, Documents Department
3400 Taft Street
Wichita Falls, TX 76308
817-692-6611, Ext. 204

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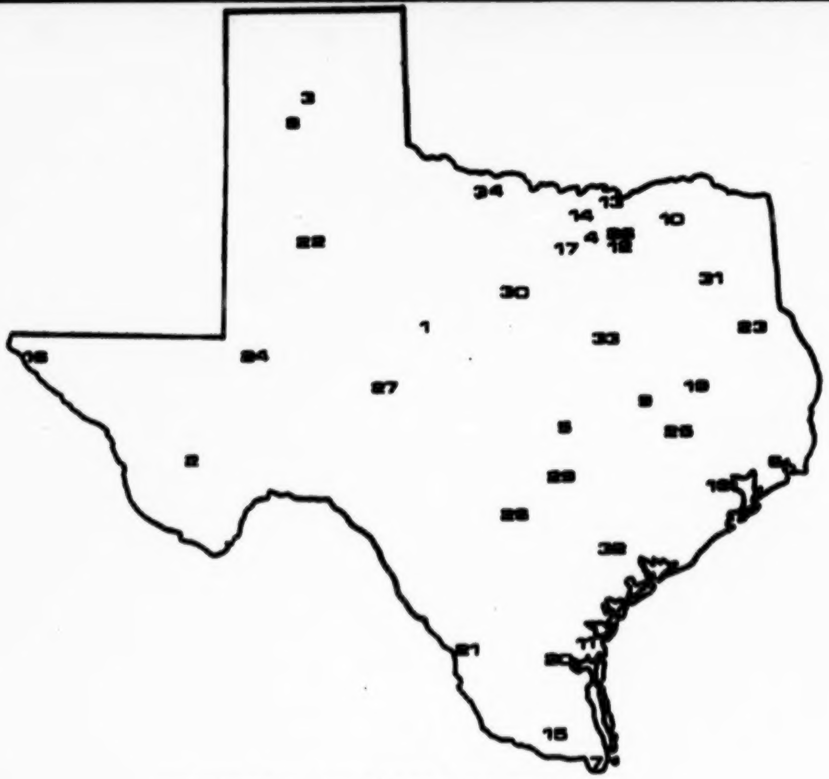

DEPOSITORY LIBRARIES IN TEXAS

1. ABILENE: Abilene Public Library
2. ALPINE: Sul Ross University
3. AMARILLO: Amarillo Public Library

ARLINGTON: Univ. of Texas at Arlington

5. AUSTIN: Legislative Reference Library; Texas State Library: Univ. of Texas at Austin
6. BEAUMONT: Beaumont Public Library; Lamar University
7. BROWNSVILLE: Pan American University
8. CANYON: West Texas State University
9. COLLEGE STATION: Texas A&M University
10. COMMERCE: East Texas State University
11. CORPUS CHRISTI: La Retama Public Library; Texas A&I University
12. DALLAS: Dallas Public Library; Southern Methodist University
13. Denison: Denison Public Library
14. Denton: North Texas State University; Texas Woman's University
15. EDINBURG: Pan American University
16. EL PASO: El Paso Public Library; Univ. of Texas at El Paso

. Fort Worth: Fort Worth Public Library; Texas Christian University

18. HOUSTON: Houston Public Library; Rice Univ.; Texas Southern Univ.; University of Houston
19. HUNTSVILLE: Sam Houston State University
20. KINGSVILLE: Texas A&I University
21. LAREDO: Texas A&I University
22. LUBBOCK: Texas Tech University
23. NACOGDOCHES: Stephen F. Austin State Univ.
24. ODESSA: Ector County Library; Univ. of Texas of Permian Basin
25. PRAIRIE VIEW: Prairie View A&M Univ.
26. RICHARDSON: University of Texas at Dallas
27. SAN ANGELO: Angelo State University
28. SAN ANTONIO: Saint Mary's Univ.; San Antonio Public Library; Trinity Univ.; Univ. of Texas at San Antonio
29. SAN MARCOS: Southwest Texas State Univ.
30. STEPHENVILLE: Tarleton State University
31. TYLER: Texas Eastern University
32. VICTORIA: University of Houston
33. WACO: Baylor Univ.; Waco-McLennan County Library
34. WICHITA FALLS: Midwestern University

APPENDIX D

Texas State Documents Checklist

FEBRUARY 1980
ISSN: 0363-4736

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
TEXAS STATE LIBRARY • Public Services Dept.
Box 12927 Capitol Station • Austin, Texas 78711

TEXAS STATE DOCUMENTS

DOCUMENTS RECEIVED BY TEXAS STATE LIBRARY DURING THE MONTH

+ Distributed Only to Depositories by State Library
++ Not Furnished to State Library for Distribution
— Available Only to Depositories by State Library

Texas State Documents is a monthly checklist of state publications which have been received by the Texas State Publications Clearinghouse during the month.

The arrangement of the checklist is by issuing agency, alphabetically by the key word in the agency's name. Issuing agencies include state agencies, regional governmental bodies (such as councils of governments and river authorities), and state institutions of higher education.

Monographs are listed alphabetically within agency or subagency designations each month they are received. Monographs include annual publications and monographs in a series. Publications issued by state institutions of higher education are listed together in a separate section of the checklist, also by issuing agency.

Beginning in 1977, periodicals are listed annually, each January, in the Texas State Documents Periodicals Supplement, which includes a title index. Prior to January 1977, periodicals were listed monthly with the monographs in the checklist. Arrangement of periodicals in the Supplement is alphabetical under the name of the issuing agency. New periodical titles received by the Clearinghouse after the publication of the annual Supplement will be listed in the monthly checklist in a section titled "New Periodicals Received."

The following information is given in the checklist for each publication listed: the name of the issuing agency, the document title, other bibliographical information, Texas state documents classification number, a distribution symbol indicating the distribution status of the document, and the document entry number.

Beginning in January 1980, the document entry number will be a six-digit unique number assigned to the document as it is listed in the checklist. The entry number is composed of two digits to indicate the year the document is listed in the checklist (for example, 80 for 1980) and four digits which represent the number assigned to the document by the Clearinghouse. These numbers will be assigned sequentially throughout the year (for example, the first 1980 document listed will receive the number 0001, the 38th document listed will be number 0038).

Also beginning in the January 1980 checklist, a microfiche availability symbol will be included for most documents. This symbol (such as a MF1 or MF2) is given for those publications which will be available for purchase on microfiche from the Texas State Publications Clearinghouse. The number following the MF indicates the approximate number of fiche required to accommodate the document. While copyright clearance is being requested for all publications holding a copyright, it is anticipated that permission will be granted in most, but not all, cases. It should be understood, therefore, that the presence of the microfiche availability symbol does not always guarantee the availability of copyrighted material. Complete order information for the purchase of microfiche will be forthcoming soon.

FEBRUARY 1980

ISSN: 0363-4736

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
TEXAS STATE LIBRARY ▪ Public Services Dept.
Box 12927 Capitol Station ▪ Austin, Texas 78711

TEXAS STATE DOCUMENTS

DOCUMENTS RECEIVED BY TEXAS STATE LIBRARY DURING THE MONTH

+ Distributed Only to Depositories by State Library
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— Available Only to Depositories by State Library

ABILENE STATE SCHOOL

+ 80-0175 Services Information Handbook. 34p† 1979. 4th ed. OCLC# 6013660. (1MF).
A025.5 Se69i 1979

ADULT PROBATION COMMISSION

Information Services, Division of

+ 80-0176 Records Confidentiality for Adult Probation Officers--A Guideline. 68p. January 1980. OCLC# 6053636. (2MF).
A697.5 R245con 1980

AERONAUTICS COMMISSION

+ 80-0177 Tips on Engine Care. 26p. 1974† By Kenneth E. Gardner. OCLC# 6058253. (1MF).
A700.8 T499en

AGRICULTURE, DEPARTMENT OF

+ 80-0178 About Texas Beef. 6p† 1979. OCLC# 6009233. (1MF).
A900.8 Ab76b
+ 80-0179 About Texas Pork. 6p† 1979. OCLC# 6009243. (1MF).
A900.8 Ab76p
+ 80-0180 About Texas Poultry. 6p† 1979. OCLC# 6009221. (1MF).
A900.8 Ab76po
+ 80-0181 Cooking with Texas Peanuts. 15p. 1979. OCLC# 6009186. (1MF).
A900.8 C766pea 1979
+ 80-0182 Pour It On - Recipes and Hints for Cooking with Texas Honey. 16p. 1979. (1MF). OCLC# 6009146.
A900.8 R243hon 1979
+ 80-0183 Recipes for the Holidays - Using Texas Agricultural Products. 13p. 1979† OCLC# 6009167. (1MF).
A900.8 R243hol
+ 80-0184 Texas Pecan Recipes. 16p. 1979. OCLC# 6009200. (1MF).
A900.8 R243pec 1979

ALCOHOLIC BEVERAGE COMMISSION

+ 80-0185 Annual Report RY1979. 96p. 1980. 45th Annual Report. OCLC# 4579634. (2MF).
A1300.3 An78 1978/9

AMARILLO STATE CENTER FOR HUMAN DEVELOPMENT

+ 80-0186 Amarillo State Center for Human Development: Serving Mentally Retarded Citizens of the Texas Panhandle. brochure. January 1980. OCLC# 6013654. (1MF).
A1450.1 Am13s 1980

AREA 5 HEALTH SYSTEMS AGENCY, INC.

++ 80-0187 Annual Report 1979. 21p. 1980† (1MF).
H733.95 An78 1978/9

886

ARTS, COMMISSION ON THE

+ 80-0188 Texas Commission on the Arts 1980-81. 36p. Includes inserts. 1980†
OCLC# 6007446. (1MF).
A2200.1 C737 1980

AUDITOR, STATE

Audit Reports For

++ 80-0189 Corsicana State Home (Fiscal Year 1979). 28p. January 1980. (1MF).
A2800 C818 1978/9

++ 80-0190 Giddings State School (Fiscal Year 1979). 26p. February 1980. (1MF).
A2800 G36 1978/9

++ 80-0191 Pharmacy, State Board of. (Fiscal Years 1977 & 78). 14p. January 1980.(1MF).
A2800 P494 1976/7-77/8

++ 80-0192 Physical Fitness, Governor's Commission on. (Fiscal Years 1978 and 1979).
18p. January 1980. (1MF).
A2800 G746 1977/8-78/9

++ 80-0193 Senate and the House of Representatives of the State of Texas. (Fiscal
Year 1978). 51p. December 1979. (1MF).
A2800 L524ℓ 1977/8

++ 80-0194 Senate and the House of Representatives of the State of Texas. (Fiscal
Year 1979). 60p. February 1979. (2MF).
A2800 L524ℓ 1978/9

Systems/Administrative Services Division

++ 80-0195 Electronic Data Processing Facility Review Department of Public Safety
December 1979. 59p. January 1980. (2MF).
A2721.8 P96ele 1979

BAR OF TEXAS, STATE

Professional Development Program

++ 80-0196 Texas Collections Manual. 589p. c1980. (9MF).
B600.5 C685m 1980

BRAZOS VALLEY DEVELOPMENT COUNCIL

++ 80-0197 Fire Department Inventory 1979. 117p. December 1979. By David Somerville
and Gregory D. Stuteville. (2MF).
B1350.8 F514inv 1979

COASTAL AND MARINE COUNCIL

+ 80-0198 Texas Coastal Legislation. 219p. September 1979. 4th ed. OCLC#
6019459. (4MF).
M300.4 C631 1979

COMMUNITY AFFAIRS, DEPARTMENT OF

Drug Abuse Prevention Division

+ 80-0199 Drug Abuse: Everyone's Problem. Leaflet. January 1980. OCLC# 6059814.(1MF).
C2400.8 D842ab 1980

COMPTROLLER OF PUBLIC ACCOUNTS

++ 80-0200 Cigarette Tax Law. (TEX.TAX.-GEN.ANN.CH.7, 1969). 28p. November 1979. (1MF).
C2600.4 C488 1979

++ 80-0201 Index Tax Publications. 10p. February 1980.
C2600.1 T199ind 1980

++ 80-0202 List of Organizations Exempt from Limited Sales and Use Tax. 142p.
March 1980. (3MF).
C2600.5 L696oel 1980

++ 80-0203 Miscellaneous Gross Receipts Tax. 15p. February 1980. (1MF).
C2600.5 M681gr 1980

++ 80-0204 Opportunities. 12p. 1980†
C2600.1 Op5 1980

++ 80-0205 State, Local & M.T.A. Sales & Use Tax Revised. 68p. September 1979. (2MF).
C2600.5 Sa32stl 1979

++80-0206 Texas Renewable Energy Texas Tax-Free. 12p. December 1979. (1MF).
C2600.8 R293ent 1979

887

COMPTROLLER OF PUBLIC ACCOUNTS (CONT.)

Tax Publications Division

++ 80-0207 Local Use Tax for Direct Pay Permit Holders. 10p. November 1979. (Tax Tips Series). (1MF).
C2600.7 T199/ocd 1979

COORDINATING BOARD, TEXAS COLLEGE AND UNIVERSITY SYSTEM

____ 80-0208 Research Funds Report: Public Senior Institutions and Agencies of Higher Education in Texas. (Fiscal Year 1979). 4p. December 1979. OCLC# 5927129. (1MF).
C3400.3 R311 1978/9

EDUCATION AGENCY

+ 80-0209 Driver Education in Texas: Student Driver. Pamphlet. 1980. (GEO 833 02). OCLC# 6059583. (1MF).
E500.8 D833ed 1980

+ 80-0210 Essential Mathematics Objective. Leaflet. 1980† (GEO 832 03). OCLC# 6059567. (1MF).
E500.8 M42tal

+ 80-0211 Essential Reading Objectives. Leaflet. 1980† (GEO 832 01). OCLC# 6059560. (1MF).
E500.8 R227tal

+ 80-0212 Essential Writing Objectives. Brochure. 1979. (GEO 832 02). OCLC# 6011520. (1MF).
E500.8 Es74w

+ 80-0213 Financial Accounting Manual. 347p. February 1980. (Bulletin 679). OCLC# 6054747. (6MF).
E500.5 F49acc 1980

+ 80-0214 Goals for Public School Education in Texas. Brochure. November 1979. (GEO 402 05). OCLC# 6055226. (1MF).
E500.8 G534pub 1979

Administrative Services Division

+ 80-0215 Public School Transportation. 57p. 1979. (ADO 936 02). OCLC# 6007268. (2MF).
E500.8 P96t 1979

Curriculum Development, Division of

+ 80-0216 Framework for the Social Studies: Kindergarten-Grade 12. 38p. 1980. (CUO 842 02). By the Social Studies Section. OCLC# 6059704. (1MF).
E617.7 So13

+ 80-0217 Use of Finger Calculation in the Elementary Classroom. 19p. 1980. (GE 839 02). OCLC# 6053568. (1MF).
E617.8 F494c

Special Education, Department of

++ 80-0218 Annotations of Selected Informal Assessment Instruments. 134p. January 1980. (3MF).
E657.8 An78sel

State Funding, Division of

+ 80-0219 Texas State Public Education Compensation Plan: Foundation School Program Salaries 1980-1981 School Year Only. 21p. 1980† OCLC# 6058262.(1MF).
E533.4 F825s 1980

EMPLOYMENT COMMISSION

+ 80-0220 Applicant Information. Brochure. 1979. OCLC# 6011308. (1MF).
E2100.1 Ap58in 1979

+ 80-0221 Choosing Your Occupation. 16p. 1978. OCLC# 6019448. (1MF).
E2100.5 C455c 1978

+ 80-0222 Help Yourself Find a Job. Brochure. 1979. OCLC# 6011269. (1MF).
E2100.5 H369y 1979

++ 80-0223 A Labor Market Report on Sutton County, Texas. 9p. December 1979. (1MF).
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Z TA245.7 Sci27 No.250

++ 80-0373 The Scientists Tell Me...Crowded Cattle Feedlots Increase Threat of
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++ 80-0375 Soil Survey of Henderson County, Texas. 125p. November 1979. By George
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++ 80-0380 Prospects for Methane Production at Cattle Feedlots. 20p. January 1980.
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+ 80-0381 Cost-Effectiveness of Accessible Buses in Texas. 4p. September 1979.
(Summary of Technical Report 1061-1F).
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++ 80-0382 Fare Box and Public Revenue: How to Finance Public Transportation.
78p. February 1980. (Cooperative Research Technical Report 1057-1F).
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++ 80-0383 Transportation of the Elderly and Handicapped in Texas: A Case Study.
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Texas Transportation Institute (Cont.)

+ 80-0384 Trends in Texas Transportation Fuel Consumption. 6p. October 1979. (Summary Report 1059-1(S). OCLC# 6058191.
H1300.7 T226s 1059-1

UNIVERSITY OF HOUSTON SYSTEM

+ 80-0385 Remarks by Leonard Rauch, Chairman University of Houston System Board of Regents before the Special Committee on Higher Educagion Financing in Texas. Brochure. December 1979. (Perspectives Special Edition February 1980).
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++ 80-0387 Comprehensive Computer Evaluation and Enhancement of Maximum Flow Algorithms. 75p. October 1979. (Research Report No. 356). By F. Glover et al. (2MF).
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Lyndon B. Johnson School of Public Affairs

+ 80-0390 The 66th Texas Legislature Pre-Session Conference: Energy and Utility Rates, Tax Relief and Reform, Products Liability, Public School Education. 138p. c1979. Conference held in Austin, Texas Nov. 29 - Dec. 1, 1978. OCLC# 5439768. (3MF).
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Development Office

++ 80-0391 Excellence Fund Annual Report 1978. 14p. 1979. (1MF).
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+ 80-0392 A Special Place UTMB. 34p. 1980. (1MF).
Z UM320.1 Sp31 1980

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M.D. Anderson Hospital and Tumor Institute

80-0393 Advanced Chemotherapy: A Self-Directed Study. 24p. c1979. Prepared by Doreen Zeh Levitt. OCLC# 6011538. (1MF).
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UPDATES, REVISIONS AND TRANSMITTALS

Education Agency

Guidelines for School Personnel: Certification, Allocations, and Records, Section III. December 1979. Change 3.
E665.5 G941

School District Data Submission to the Texas Education Agency. August 1979. 1st Update.
E535.5 Sch65

UPDATES, REVISIONS AND TRANSMITTALS (CONT.)

Rehabilitation Commission

Extended Rehabilitation Services Manual Transmittal #5. 77p. February 1980. (Rehabilitation Commission).
R1500.5 Ex84rt 1980

NOTES, ADDITIONS AND CORRECTIONS

Notes:

SIP Bulletin (79026) changed names effective with the September 1979 issue. The new name is TACB Bulletin.

Additions:

H733.95	Texas Area 5 Health Systems Agency.
H758.	Department of Health. Infectious Disease Control Division.
H890.	Department of Health. V.D. Control Program.
M1225.	Metric System Advisory Council.
P3240.	State Property Tax Board.
Z UA365.	The University of Texas at Austin. Joe C. Thompson Conference Center.

Corrections:

754401	Classification number should be M1000.8 B394m. (Was incorrectly listed as T1350.8 B394).
7805710	Classification number should be C2400.5 C338 1977. (Was incorrectly listed as C2400.8 C338 1977).
7900209	Classification number should be C2400.5 C338fm 1978-11. (Was incorrectly listed as C2400.5 C338fm 1978).
7906520	Classification number should be V1000.4 M664 1979. (Was incorrectly listed as V1000.8 M664 1979).
7912710	Classification number should be C2400.5 C338fm 1978. (Was incorrectly listed as C2400.8 C338fin).

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+ 754401 This Thing Called Behavior Modification. 9p. 1977. OCLC# 6055212.
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____ 7007409 Effects of Hurricane Celia--A Focus on Environmental Geologic Problems on the Texas Coastal Zone. 35p. August 1970. (Geological Circular 70-3). By J.H. McGowan _et al_. OCLC# 144807. (1MF).
Z UA220.7 G292 70-3

+ 7503011 Facts about Group Therapy. 12p. 1977. A National Institute of Mental Health Publication. OCLC# 6008454. (1MF).
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+ 7503013 It's Good to Know about Mental Health. 12p. 1978. A National Institute of Mental Health Publication. OCLC# 6008423. (1MF).
M1000.8 It6

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+ 7705616 A Ready Reference to Terminology Relating to Mental Retardation. 32p. February 1977. OCLC# 3220339. (1MF).
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+ 7705618 Your Rights and Privileges in Facilities of the Texas Department of Mental Health and Mental Retardation. 40p. 1976. Text in English and Spanish. OCLC# 6010339. (1MF).
M1000.4 Y88r 1976

+ 7707813 How to Control Cockroaches. 6p. 1979† OCLC# 6010650.
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+ 7708108 Instructor's Guide for Implementing the Departmental Training Program on Behavior Therapy Modification. 582p† February 1977. c1977. Prepared by Office of Educational Services, San Antonio State Hospital. Cover Title: Behavior Modification: A Curriculum for Instructors. OCLC# 6019414. (9MF).
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+ 7712016 All about You. Brochure. 1979† OCLC# 6007699.
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+ 7806506 Punishment: Perspectives in a Civilized Society. 129p. 1977. (Conference Proceedings: "New Directions for Corrections", Vol. 1). Conference: Austin, Texas. January 17-20, 1977. Edited by Isabelle Collora, Douglas W. Denton & Georgann English. OCLC# 4105967. (3MF).
Z UA150.8 N42dc Vol.1

+ 7809309 Your Rights under the Mentally Retarded Persons Act. 14p† May 1978. c1978. OCLC# 4201376. (1MF).
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+ 7814810 50 New Directions for Corrections: Creative Concepts for Future Criminal Justice Planning. 84p. 1977. OCLC# 4676958. (2MF).
Z UA150.8 F466nd 1977

+ 7814811 Incarceration: Benefits and Drawbacks. 193p. 1977. (Vol. 3 in "New Directions for Corrections: Creative Concepts for Future Criminal Justice Planning"). Second Annual Southwestern Conference in Public Justice, Arlington, Texas. March 14-1-, 1977. Edited by Peter Eck & Georgeanne English. OCLC# 4600349. (3MF).
Z UA150.8 N42dc Vol.3

+ 7814812 The Juvenile Justice System: New Directions in Policy and Programs. 103p. 1977. (Vol. 4 in "New Directions for Corrections: Creative Concepts for Future Criminal Justice Planning"). Conference held April 25 & 26, 1977, Houston, Texas. Co-Sponsored by Institute for Urban Studies & University of Houston. Edited by Peter Eck & Brenda Bradshaw. OCLC# 4600608. (2MF).
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+ 7814814 Rehabilitation: What Part of Corrections? 152p. 1977. (Vol. V of "New Directions for Corrections: Creative Concepts for Future Criminal Justice Planning). Conference held May 2-5, 1977. Albuquerque, New Mexico. Co-Sponsored by Division of Public Administration, University of New Mexico. Edited by Peter Eck & Brenda Bradshaw. OCLC# 4600761. (3MF).
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+ 7814815 Restitution and Victims of Crime. 86p. 1977. (Vol. II in "New Directions for Corrections: Creative Concepts for Future Criminal Justice Planning). Conference held February 23-25, 1977, Baton Rouge, Louisiana. Co-Sponsored by Governmental Services Insituite, Louisiana State University. Edited by Georgann English & Brenda Bradshaw. OCLC# 4600531. (2MF).
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Edited by: Douglas W. Denton & Joanne Spitz. OCLC# 4600822. (6MF).
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E2100.5 M535yj
+ 7915903 Basic Preliminary Provisions of the Family Farm and Ranch Security Program.
Pamphlet. December 1979.
A900.8 B292fam 1979

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TEXAS DEPOSITORY LIBRARIES

Abilene Public Library
Documents Department
202 Cedar Street
Abilene, TX 79601

Sul Ross University
Library, Documents Department
Alpine, TX 79830

Amarillo Public Library
Documents Department
P.O. Box 2171
Amarillo, TX 79105

University of Texas at Arlington
Library, Documents Department
Arlington, TX 76010

Legislative Reference Library
State Capitol Building
Austin, TX 78711

University of Texas at Austin
Barker History Center
Sid Richardson Hall
Austin, TX 78712

Beaumont Public Library
Reference Department
P.O. Box 3827
Beaumont, TX 77704

Lamar University
Library, Documents Department
Box 20021, Lamar Tech Station
Beaumont, TX 77710

Pan American University
Library, Documents Department
Brownsville Center/80
Brownsville, TX 78520

West Texas State University
Library, Documents Department
Canyon, TX 79016

Center for Research Libraries
5721 South Cottage Grove Ave.
Chicago, IL 60637

Texas A&M University
Library, Documents Department
College Station, TX 77843

East Texas State University
Library, Documents Department
Commerce, TX 74529

La Retama Public Library
Documents Department
505 North Mesquite
Corpus Christi, TX 78401

Corpus Christi State University
Library, Documents Center
P.O. Box 6010
Corpus Christi, TX 78411

Dallas Public Library
Documents Division
1954 Commerce Street
Dallas, TX 75201

Southern Methodist University
Fondren Library
Documents Department
Dallas, TX 75201

Denison Public Library
300 West Gandy Street
Denison, TX 75020

North Texas State University
Library, Documents Department
Box 5188, N.T. Station
Denton, TX 76203

Texas Woman's University
Library, Documents Department
P.O. Box 3715, TWU Station
Denton, TX 76204

Pan American University
Library, Documents Department
Edinburg, TX 78539

El Paso Public Library
Documents Department
501 North Oregon Street
El Paso, TX 79901

University of Texas at El Paso
Library, Documents Department
El Paso, TX 79999

Fort Worth Public Library
Government Publications
300 Taylor Street
Fort Worth, TX 76102

Texas Christian University
Burnett Library
Documents Department
Fort Worth, TX 76129

Houston Public Library
Texas Room
500 McKinney Ave.
Houston, TX 77002

Rice University
Fondren Library
Documents Department
P.O. Box 1892
Houston, TX 77001

Texas Southern University
Library, Documents Department
3201 Wheeler Street
Houston, TX 77004

University of Houston
Library, Documents Department
3801 Cullen Blvd.
Houston, TX 77004

Sam Houston State University
Library, Documents Department
Huntsville, TX 77341

Texas A&I University
Library, Documents Department
Kingsville, TX 78363

Laredo State University
Library, Documents Department
Laredo, TX 78040

Texas Tech University
Library, Gift and Exchange
Lubbock, TX 79409

Stephen F. Austin State University
Library, Documents Department
Nacogdoches, TX 75962

Ector County Library
Documents Department
622 North Lee Street
Odessa, TX 79760

University of Texas of the
Permian Basin
Learning Resources Center
East University Blvd.
Odessa, TX 79760

Prairie View A&M University
Library, Documents Department
Prairie View, TX 77445

University of Texas at Dallas
Library, Documents Department
P.O. Box 643
Richardson, TX 75080

Angelo State University
Library, Documents Department
P.O. Box 3811, SAC Station
San Angelo, TX 76903

Saint Mary's University
Library, Documents Department
2700 Cincinnati Ave.
San Antonio, TX 78228

San Antonio Public Library
Main Branch, Business Department
203 South St. Mary's Street
San Antonio, TX 78205

Trinity University
Library, Documents Department
715 Stadium Drive
San Antonio, TX 78212

University of Texas at San Antonio
Library, Documents Department
4242 Piedras Drive, Suite 250
San Antonio, TX 78284

Southwest Texas State University
Library, Documents Department
San Marcos, TX 78666

Tarleton State University
Library, Documents Department
Stephenville, TX 76402

University of Texas at Tyler
Library
East Berta Street
Tyler, TX 75701

University of Houston at Victoria
2302-C East Red River Street
Victoria, TX 77901

Baylor University
Texas Collection
P.O. Box 6396
Waco, TX 76706

Waco-McLennan County Library
Special Collection
1717 Austin Ave.
Waco, TX 76701

Library of Congress
Exchange and Gift Division
Washington, D.C. 20540

Midwestern University
Library, Documents Department
3400 Taft Street
Wichita Falls, TX 76308

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TEXAS STATE LIBRARY

Lorenzo de Zavala
State Archives and Library Building

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Service to All Texans

The most significant change that has taken place in the Texas State Library in recent years has been the implementation of programs that make service truly statewide. Thus, while only a few of the more than 12,000,000 Texans visit the Library during any year, all have access to services either directly or through their local libraries.

Users of Public Libraries

Nearly 90 percent of all Texans are served by local public libraries that are members of regional public library systems organized under provisions of the Texas Library Systems Act administered by the Texas State Library. In addition, tens of thousands of interlibrary loan requests in local public libraries are filled through the Texas State Library Communications Network. The State Library is also the agency designated to administer federal Library Services and Construction Act funds in Texas. Although the money spent for these special programs represents a small percentage of the funds spent by cities and counties in Texas for public library service, the activities are important because they facilitate various kinds of cooperative activity and provide funds for libraries to try out new programs that may be used elsewhere.

The regional library systems organized under provisions of the Texas Library Systems Act carry out many programs to improve library service in the regions they serve. Staff members of each system office provide technical assistance to smaller libraries, and workshops are held for librarians. Libraries may borrow films for use in library programs from system-wide collections. Materials to strengthen the collections of libraries have been purchased, and books are being circulated to persons who live in counties that have no local public library service.

A major goal of the statewide programs is to provide adequate library service. The goal of some programs is to provide library and information service to persons who have not used public libraries because they do not read well or because they do not speak English.

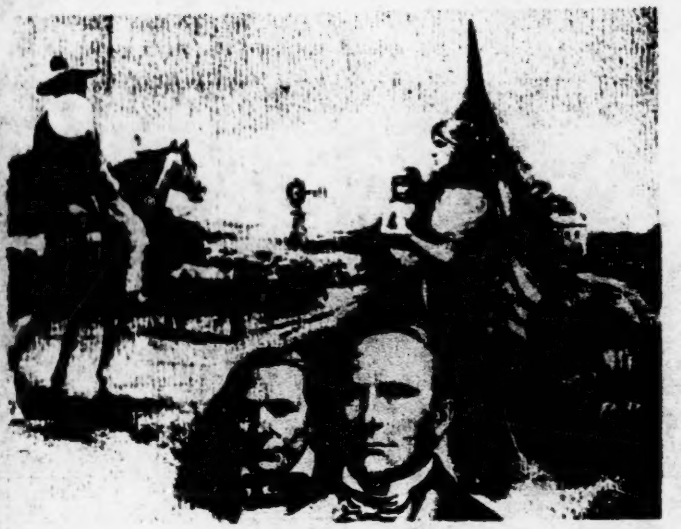
The goal of the Texas State Library Communications Network is to provide specialized materials to persons who need them. Only 26 of the state's 380 public libraries have more than 100,000 volumes. The interlibrary loan network extends the range of materials available to users of all libraries and particularly to the users of small collections.

Handicapped Readers

The most extensive service direct to individuals throughout the state is that provided by the Division for the Blind and Physically Handicapped. Any Texan who can't read ordinary printed material because of poor vision or a physical handicap may receive books and magazines recorded on disks or tape, printed in large type, or embossed in braille. Machines on which to play the recorded materials are furnished at no charge, and materials are delivered at no charge by the Postal Service. In addition to the recorded and braille materials furnished by the Library of Congress because the State Library serves as a regional library in the national program, the State Library purchases large print materials. And a volunteer program now underway is recording regional books and magazines.

Local Records

As a result of legislation passed in 1971 the Texas Library and Historical Commission has designated a number of libraries to serve as depositories for records of local governmental units. Under the Regional Historical Resources Depository Act, these governmental units can transfer inactive records of historical interest to the depositories located in libraries. The library becomes responsible for making these materials available to researchers who need to use the information they contain.



A 45-foot mural that traces Texas history from the time of the Spanish conquistadors in the 1500's to the discovery of oil and the beginning of modern, industrial Texas at the beginning of this century dominates the foyer of the Lorenzo de Zavala State Archives and Library Building. Executed by Peter Rogers according to plans developed in collaboration with Peter Hurd, the mural provides a dramatic introduction to Texas history. To the far left are Indians living as they did before the arrival of the Spaniards with their horses. A small ship in the distance symbolizes the first Spaniards who sailed along the coast of Texas. Large figures in the mural include a Spanish conquistador, a frontiersman, a cowboy, and a mother and child who represent the mother United States and child Texas. In the foreground are the faces of Stephen F. Austin, to the left; James Bowie, David Crockett, William B. Travis, and Sam Houston, in the center; and presidents of the Republic Mirabeau B. Lamar and Anson Jones. The guide in the foyer explains the significance of the elements of the mural to visitors.

Collections at the Texas State Library

The Texas State Library maintains several specialized collections of materials that are available to persons who visit the Lorenzo de Zavala State Archives and Library Building.

Archives Division

The Archives Division maintains a collection of records of historical interest on Texas as a part of Spain and Mexico, as a Republic, as a part of the Confederacy, and as a state in the United States. The oldest are those of the Spanish and Mexican government at Nacogdoches. The most recent large body of materials are those of the Constitutional Convention in 1974. In addition to these official records, the division also has manuscripts and other personal papers, books on Texas, maps, photographs, and newspapers.

Braille, Recorded Books, and Large Print

Although the Division of the Blind and Physically Handicapped circulates most of its books through the mail, persons who use this special service may visit the State Library to visit with their reader consultants or to pick up materials. In addition, application blanks and other information are available.

Library for State Government

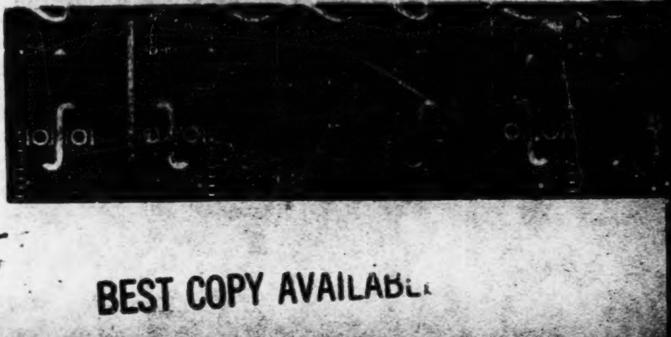
The Information Services Division serves as a library for State government; it also maintains collections of the publications of United States and Texas government. Library materials are purchased to meet the needs of State government. As a regional depository for the federal documents program administered by the Superintendent of Documents, the Library receives a copy of each item released by the Superintendent of Documents for this program. This collection began when Texas became a part of the Union in 1846 and is particularly strong in nineteenth century materials. The State Library administers a program to make publications of Texas State governmental agencies and institutions available to designated depository libraries. A collection of these publications is also maintained.

Genealogy Collection

The State Library became involved in genealogical research because widows of men who had served in the Army of the Republic and in the Texas Rangers needed to establish service records to obtain benefits they were eligible for. As generations passed, their children and grandchildren wanted this and other information on their forebears. Even before genealogical research became the popular activity that it is today, the State Library began to acquire materials that would augment the records found in the Archives Division. Emphasis in the collction is upon the states from which Texans came. Housed in the Genealogy Collection but of considerable interest to persons other than genealogists are microfilm editions of the United States Census from 1790 through 1900.

A Library for Librarians

The Library Development Division maintains a collection of materials on library science that may be used at the State Library or circulated to libraries throughout the state. These include books, periodicals, pamphlets, and other materials.



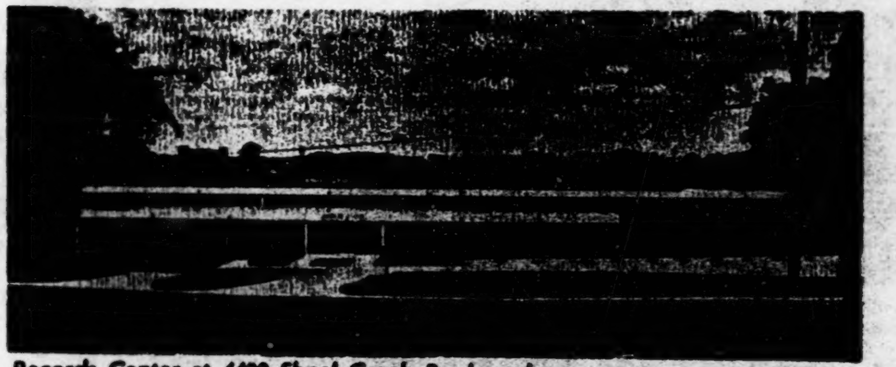
State's Official Memory

Semiactive Records

The Records Management Division administers the semiactive records of State agencies and carries on a program to microfilm "essential records" that would be necessary to protect the rights of the State and of individuals if the originals were destroyed.

Most individuals have little contact with the Records Management Division although an individual needing information from records stored in the center may be aware that the information he or she needs is stored at a remote location. Savings to State government that result from records center storage, however, have an impact on Texans by cutting the cost of operating the State government.

The Records Center that houses the division is one of the most modern facilities of its kind in the United States. Semiactive records of State agencies can be stored at the center for a fraction of what it would cost agencies to store them in office space. Each agency is responsible for indexing its own records so that staff members at the center can locate what they need for delivery. In addition, the center has a modern microfilm center which microfilms records for agencies. The Records Preservation Advisory Committee, which is chaired by the State Librarian and includes State officials responsible for records, develops policies for the orderly maintenance of government records.



Records Center at 4400 Shoal Creek Boulevard

Publications of State Agencies

Agencies of State government not only produce records of their activities, but many also publish a variety of kinds of information. The Texas State Publications Clearing House is charged with responsibility for collecting these printed publications and making them available to designated depository libraries. A monthly list of documents received is published, and libraries that have not been designated depository libraries may order documents to the extent that copies have been furnished by the publishing agency. A reference collection of documents that includes both those sent to depository libraries and those that were not furnished in quantities large enough to be distributed is maintained at the State Library. These are available on interlibrary loan. Efforts are now underway to improve the ability to locate information in these publications through indexes and other finding aids.

The Sam Houston Regional Library and Research Center is the only regional depository located in a facility owned by the Texas State Library. Constructed with private funds, it was turned over to the Library after its opening in 1977.

Historical Records of Texas

Maintaining and making available Texas' official records of historical interest is perhaps the best-know function of the Texas State Library's Archives Division. As these activities have changed through the years, the records have also changed. What these records contain for each period is determined by what Texas government was doing, what records of these activities were retained, and whether records were maintained. In addition to the records that are in manuscript form, the Division has also cataloged and has in the book collection many published official reports of Texas agencies and institutions.

These early public records became a source of contention themselves in 1842 when some officials decided to move the Capital back to Houston to escape the rigors of Austin, where the government was subject to the depredations of Indians and threats from Mexico. Austin residents determined to keep the capital at Austin set out to overtake the wagons and a skirmish known as the Archive War was fought.

Although no battles were fought over the records, for many years more attention was paid to storing them than making the information they contain available. After the construction of the Lorenzo de Zavala State Archives Building in 1961, staff members turned their attention to applying principles of management to these records that would not only preserve them but also make them more readily accessible to persons wishing to use the information.

The records maintained by the Archives Division include the papers of many agencies of government. For example, the papers of the Customs Department when Texas was a Republic, the papers of the Legislature, the records of the Secretary of State's office, and records of many other offices are available to researchers who visit the State Library.

The Texas State Library is housed in the Lorenzo de Zavala State Archives and Library Building and the Records Center. The Archives and Library Building was completed in 1961 and was originally occupied by both the State Library and the General Land Office, which is now housed in the Stephen F. Austin State Office Building. The granite for the Archives and Library Building came from the same quarry that produced material for the State Capitol. With its seven-level stack area on the east and the spacious reading rooms on the first and third floors, the building houses and makes available a variety of materials described in this folder. In addition, the building houses offices for programs administered by the Texas State Library.

The Records Center located at 4400 Shoal Creek Boulevard houses the Records Management Division. In this ' uilding are stored the semiactive cords of State agencies.

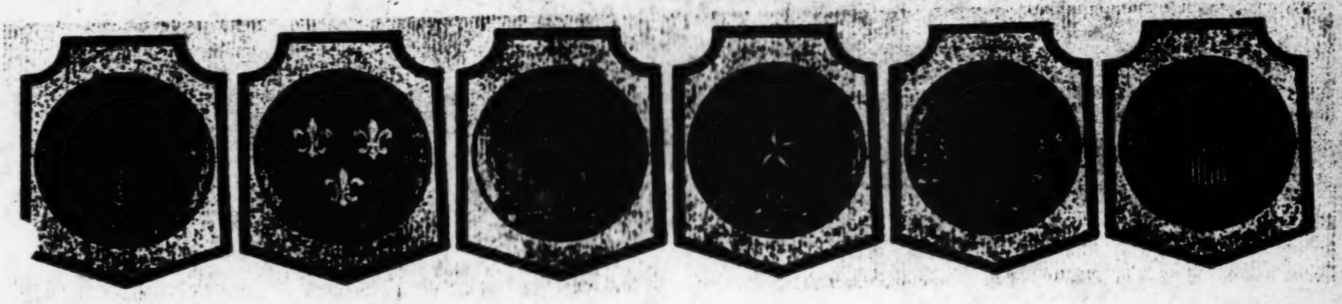
Display cases in the foyer provide a sample of the manuscripts, books, maps, and other documents in the collection of the Archives Division. These include a treaty with the Republic of Texas signed by Queen Victoria, documents related to the provincial government at Nacogdoches when Texas was a part of Mexico, and a manuscript copy of the Constitution of 1845. On permanent display are the Texas Declaration of Independence and William B. Travis' letter from the Alamo.

The six-member Texas Library and Historical Commission serves as the governing board for the Texas State Library. Two members are appointed by the Governor in September of each odd-numbered year. The chairman is elected by the Commission. Legislation gives the Commission the responsibility for appointing a director and librarian who meets certain qualifications. In addition, legislation requires the Commission to hold an open hearing before approving rules and regulations for administering the Texas Library Systems Act and the Regional Historical Resources Depository Act.

To carry out its functions, the State Library is headed by a director and librarian and an assistant state librarian. The agency is divided into six divisions: Administrative, Archives, Service to the Blind and Physically Handicapped, Library Development, Information Services, Records Management.

This folder was published by the Texas State Library to acquaint you with services available from the agency. Perhaps you are already taking advantage of one or more of these services. There may be others that would also benefit you. For more information, write the Texas State Library, Box 12927 Capitol Station, Austin, Texas 78711, or call 512-475-2166. A toll-free WATS line is available to call about the service to the blind and physically handicapped from anywhere in Texas. This number is 1-800-252-9605.

The pages on the left describe the present services of the Texas State Library. The page on the right contains a brief outline of the history of the State Library.



Library has Dramatic Past

What is now the Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. Although the Congress enthusiastically appropriated $10,000 for the new library, the only purchase seems to have been the *Edinburch Encyclopedia*. Aware as they might be of the need for a library for the young Republic, lawmakers were more concerned about the threat of incursions from Mexico and from the Indian tribes to the west.

During the years of statehood between annexation in 1845 and 1860, the State Library was in the office of the Secretary of State. In 1860 it was transferred to the Board of Commissioners of Public Grounds and Buildings.

Once again between 1861 and 1865, the Texas government was more concerned about military than library matters. In 1866, however, a new act was passed to provide for the governor to appoint a state librarian. He was removed the following year as an "impediment to reconstruction."

Although there was little continuity during these early years, two almost unnoticed events took place. First, from the time Texas entered the Union in 1846, the federal government had been sending documents to the State of Texas. Today these form the core of the State Library's excellent collection of federal documents for the nineteenth century. Second, State government recognized its responsibility for inactive records of historical importance and requested that records of the Spanish and Mexican government in Texas be transferred to the office of the Secretary of State. Although the records of government at San Antonio remained there and those of Laredo remained at Laredo, the Nacogdoches Archives were transferred to the office of the Secretary of State.

When the State Library became a part of the office of the Department of Insurance, Statistics and History, Commissioner V.O. King persuaded the Secretary of State to turn these public records over to the department. Thus was established the precedent for the State Library's maintenance of historic public records. The Nacogdoches Archives are the oldest public records at the State Library today.

In 1889, the Capitol burned; and progress that had been begun by King and his successor came to a halt. In 1891, however, C.W. Raines was appointed the first full-time historical clerk in the department. A bibliographer and historian, Raines began a program that would make the State Library an important force in the field of Texas history.

By the turn of the century public libraries were being organized in cities as a result of Andrew Carnegie's promise that he would build a building in any city that would promise to appropriate funds to support the library. After the Texas Library Association was organized in 1902, members of this organization urged the legislature to establish a library commission to encourage public library development. At about the same time members of the Texas State Historical Association began to support establishment of a historical commission. In 1909 the two groups joined forces, and a bill was introduced to establish a library and historical commission. The new commission was organized in 1909, and the responsibilities for Texas history transferred. Although no funds were appropriated for specific activities, the new agency was also given responsibility for the State's new concern with public library development.

In the early 1920's the State Library purchased a small number of embossed books for the blind. Thus began on a small scale the Library's program to serve first the blind and later also the physically handicapped who can't read ordinary printed material.

Later in the 1920's funds were appropriated for a library organizer to work with counties and cities trying to establish local library service. But in the 1930's librarians were unsuccessful in their initial attempt to persuade the legislature to appropriate State funds so the State Library could make grants to local public libraries.

The State Library had been acquiring inactive records of State government since 1876, and the Archives unit had gained considerable stature as a research facility in spite of crowded quarters and a limited budget with which to employ staff and purchase materials needed to supplement the public records. By the end of World War II, however, State government was growing so rapidly that attention was turned to managing semiactive records of State government. Originally housed in warehouse space, this function is now carried on at the Records Center constructed with funds appropriated in 1969.

After passage of the federal Library Services Act in 1956 to provide aid to rural library development and the extension of this legislation to include urban libraries also in the Federal Library Services and Construction Act in 1965, the State Library began to play an active role in statewide library development. Under a proposal contained in the Statewide Pl for Library Development that th Texas Library Association had developed in the early 1960's, Texas was divided into regions. In 1969 the Texas Library Systems Act incorporated parts of this plan into state law and gave the legislature authority to appropriate funds for cooperative activity within these systems.

In 1971 the Legislature gave the State Library additional responsibility for statewide activity in the area of public records through establishment of the network of Regional Historical Resource Depositories. The depository libraries designated by the Library and Historical Commission were given authority to serve as depositories for inactive records of historical interest of counties, cities, and other governmental units in the area which they serve.

Dramatic changes have taken place since that first proclamation calling for the establishment of a State Library. The legislation that affects the State Library represents efforts Texas government to cope with t evolving information needs of the citizens of the state.

12/5/80

L TX:L2

TEXAS STATE DOCUMENTS
DEPOSITORY SHIPPING LIST

Checklist Month August 1980
Shipment Number 17
Date Shipped October 6, 1980

DOCUMENT TITLE	Classification Number
ANALYTICAL STUDY OF THE OGALLALA AQUIFER IN ARMSTRONG COUNTY, TEXAS: PROJECTIONS OF SATURATED THICKNESS.....	W1125.7 R299 No.251
ANALYTICAL STUDY OF THE OGALLALA AQUIFER IN MOORE COUNTY, TEXAS: PROJECTIONS OF SATURATED THICKNESS....	W1125.7 R299 No.252
ANALYTICAL STUDY OF THE OGALLALA AQUIFER IN RANDALL COUNTY, TEXAS: PROJECTIONS OF SATURATED THICKNESS...	W1125.7 R299 No.250
ANALYTICAL STUDY OF THE OGALLALA AQUIFER IN SHERMAN COUNTY, TEXAS: PROJECTIONS OF SATURATED THICKNESS...	W1125.7 R299 No.253
ANALYTICAL STUDY OF THE OGALLALA AQUIFER IN SWISHER COUNTY, TEXAS: PROJECTIONS OF SATURATED THICKNESS...	W1125.7 R299 No.249
ANNUAL REPORT (Teacher Retirement System)	T600.3 An78 1978/9
ARACHNIDS (EXCLUDING ACARINA AND PSEUDOSCORPIONIDA) OF THE WICHITA MOUNTAINS WILDLIFE REFUGE, OKLAHOMA	ZTT385.7 Ocl No.67
BIOLOGY AND BREEDING FOR RESISTANCE TO ARTHROPODS AND PATHOGENS IN AGRICULTURAL PLANTS	ZTA245.7 M681 No.1451
BUILDING YOUR FUTURE IN EDUCATION. 2 + 2 PLANNING FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION. 1980-1984	ZU480.7 T93psed 1980-84
CANCER BULLETIN. Vol. 32, no.5. Sept.-Oct. 1980	ZUM100.6 C16 32/5
DATA SUBMISSION TO THE TEXAS EDUCATION AGENCY, PART II.	E533.5 Sch65 1980 Pt.2
DISCOVERY: RESEARCH AND SCHOLARSHIP AT THE UNIVERSITY OF TEXAS AT AUSTIN. Vol. 3, no.3. March 1979	ZUA200.6 D631 3/3
Vol. 3, no.4. June 1979	ZUA200.6 D631 3/4
Vol. 4, no.1 September 1979	ZUA200.6 D631 4/1
Vol. 4, no.2 December 1979	ZUA200.6 D631 4/2
Vol. 4, no.3 March 1980	ZUA200.6 D631 4/3
Vol. 4, no.4 June 1980	ZUA200.6 D631 4/4
GROUND-WATER DEVELOPMENT IN THE EL PASO REGION, TEXAS, WITH EMPHASIS ON THE RESOURCES OF THE LOWER EL PASO VALLEY	W1125.7 R299 No.246
*GUADALUPE ESTUARY: A STUDY OF THE INFLUENCE OF FRESHWATER INFLOWS-ERRATA	W1125.7 L629p No.107
IMPACT. (Department of Mental Health and Mental Retardation) Vol. 10, no.3. September/October 1980.	M1000.6 Im7 10/3
LAND USE IMPACT OF IMPROVING STATE HIGHWAY 352 IN A DEVELOPING AREA OF DALLAS, TEXAS.	H1333.7 R311s 225-17
MODERN TOPOGRAPHIC MAPPING OF TEXAS - AN HISTORICAL SKETCH.	W1125.7 R299 No.247
NEWSLETTER. (Univ. of Houston at Clear Lake) Vol. 6, no.2.	ZU500.6 N477 6/2
NOTEWORTHY RECORDS OF BATS FROM BOLIVIA.	ZTT385.7 Ocl No.68
OCCURRENCE AND QUALITY OF GROUND WATER IN THE EdWARDS-TRINITY (PLATEAU) AQUIFER IN THE TRANS-PECOS REGION OF TEXAS.	W1125.7 R299 No.255
THE PRESENCE OF FAULKNER IN THE WRITINGS OF GARCIA MARQUEZ.	ZTT300.7 G755 No.22
RECORDS OF WELLS, WATER LEVELS, PUMPAGE, AND CHEMICAL ANALYSES OF WATER FROM THE CARRIZO AQUIFER IN THE WINTER GARDEN AREA, TEXAS, 1970 THROUGH 1977.	W1125.7 R299 No.254
REPLACEMENT NAME FOR MESOSOMA WEED, 1892, WITH A REVISION OF THE GENUS (OPILONES, PHALANGIIDAE, LEIOBUNINAE).	ZTT385.7 Ocl No.66
SHEEP AND GOAT, WOOL AND MOHAIR--1980 RESEARCH REPORT	ZTA245.7 P943 NO.3693-3718

TEXAS STATE DOCUMENTS
DEPOSITORY SHIPPING LIST

Checklist Month August 1980
Shipment Number 17
Date Shipped October 6, 1980

DOCUMENT TITLE	CLASSIFICATION NUMBER
STATEMENT. (State Property Tax Board) Vol. 3, no.4	P3240.6 St29 3/4
SWAY BACK.	ZTA245.7 L47 No.1701
TEXAS HIGHWAYS.(State Department of Highways and Public Transportation) Vol.27, no.10	H1300.6 H537 27/10
TEXAS LAWYERS WEEKLY DIGEST. (State Bar of Texas) Vol. 17, no.36	B600.6 L499 17/36
TEXAS SPECIAL LIBRARY DIRECTORY 1979.	L1900.5 Sp31 1979
TEXAS VETERANS AFFAIRS COMMISSION JOURNAL. September 1980	V400.6 B874 80/9
2+2 PLANNING FOR THE BACHELOR OF ARTS DEGREE IN HUMANITIES 1980-84	ZU480.7 T93phu 1980-84
2+2 PLANNING FOR THE BACHELOR OF SCIENCE DEGREE IN ELEMENTARY EDUCATION 1980-84.	ZU480.7 T93peed 1980-84
2+2 PLANNING FOR THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE 1980-84.	ZU480.7 T93pbad 1980-84
2+2 PLANNING FOR THE BACHELOR OF SCIENCE IN SOCIAL AND BEHAVIORAL SCIENCE DEGREE.	ZU480.7 T93psbs 1980-84
2+2 PLANNING FOR THE BACHELOR OF SCIENCE OR BACHELOR OF ARTS IN MATHEMATICAL SCIENCES DEGREE (CONCENTRATION IN COMPUITER SCIENCE), 1980-84.	ZU480.7 T93pms 1980-84
UNDERGRADUATE CATALOG 1981SY. (Sam Houston State University)	ZS200.5 Un2 1980/1
UP-DATE. (Teacher Retirement System of Texas) Vol. 2, no.1)	T600.6 Upl 2/1
WASHINGTON-ON-THE-BRAZOS. Vol.5, no.1.	ZB500.6 W278 5/1
WATER-LEVEL DATA FROM OBSERVATION WELLS IN THE NORTHERN PANHANDLE OF TEXAS, 1972-78.	W1125.7 R299 No.248

NOTE: Items marked with * will not be cataloged

TX:L3

TEXAS STATE DOCUMENTS CATALOGING SUPPLEMENT

A
Cooperative Publication
of the
TEXAS STATE LIBRARY
Technical Services Department and Texas State Publications Clearinghouse

NO. 80-15 JULY 1980

This cataloging supplement supplies cataloging copy for these Texas state documents distributed by the Texas State Publications Clearinghouse for the month.

Each page of the supplement contains two columns in which cards are arranged alphabetically by title. These titles correspond to the titles listed on shipping list no. 15 issued for the month. The following kinds of documents which appear on the shipping lists, however, will not be included in the cataloging supplement: periodicals, updates, and errata sheets.

The cataloging supplement is prepared by reproducing the main entry cards produced by OCLC for use at the Texas State Library. On occasion these cards reproduce poorly; our only option when this occurs is to retype selected cards to improve legibility. Unfortunately we do not have sufficient staff to retype all the cards. Should you experience difficulty reading any of the information in the supplement, we urge you to consult the shipping lists and the checklists for OCLC numbers and bibliographic information.

Please direct questions concerning this cataloging supplement to

Cataloging information:	Carol Burlinson	512-475-2026
Supplement distribution:	Katherine Adams	512-475-6725

TXD
P5240.5 Texas. State Property Tax Board.
Ad65div Administration of disabled veterans'
1980 and survivors' exemptions. -- [Austin]
: Texas State Property Tax Board, 1980.
15 p. ; 28 cm.
Issued by the State Property Tax
Board as an insert to the August 1980
edition of Statement.

1. Veterans, Disabled--Texas.
2. Taxation, Exemption from--Texas.
3. Pensions, Military. I. Title

Tx 17sept80 IKM 6723603 IKMMxc

TXD
L1400.7 Texas. Legislative Council.
C766 Analyses of proposed constitutional
1980 amendments for election November 4,
1980 / prepared by the Staff of the
Legislative Council. -- [Austin] :
Texas Legislative Council, 1980.
42 p. ; 28 cm. -- (Information
report ; no. 80-1)

1. Texas. Constitution.
2. Constitutions, State--Texas--
Amendments. I. Title

Tx 17sept80 KSC 6686583 IKMMxc

TXD
T1400.3 Texas. Treasury Department.
An78 Report of the treasurer ... Austin.
v. 22-26 cm.
LIBRARY HAS: 1965/66-1968/69, 1971/
72-current.
Title varies slightly.
Report year irregular.

1. Texas. Treasury Department.
2. Finance--Texas. I. Title

Tx 23feb78 DLC 3226606 IKMMxc DLC10-14822

TXD
P500 Pulich, Warren M.
W543bi Birds of Meridian State Recreation
1980 Area : a field checklist / [Warren M.
Pulich]. -- Austin : Texas Parks and
Wildlife Dept., Resource Management
Section, [1980].
[10] p. : map ; 12 cm.

1. Birds--Texas. 2. Meridian State
Park, Tex. I. Texas. Parks and
Wildlife Dept. Resource Management
Section. II. Title

Tx 18sept80 IKM 6727886 IKMMxc

TXD
H600.8 Texas. Dept. of Health.
B868bl Building blood. -- [Austin : The
1980 Dept., 1980].
folder (2 p.) : ill. ; 28 cm. folded
to 23 cm.

1. Blood cells. I. Title

Tx 18sept80 IKM 6725481 IKMMxc

TXD
H653.8 Texas. Dept. of Health.
C126 El calcio. -- [Austin : The Dept.,
1980 1980].
Span. [4] p. : ill. ; 23 cm.

1. Calcium in the body. I. Title

Tx 18sept80 IKM 6725545 IKMMdc

TXD
H653.8 Texas. Dept. of Health.
C126 Calcium. -- [Austin : The Dept.,
1980 1980].
[4] p. ; 23 cm.

1. Calcium in the body. I. Title

Tx 18sept80 IKM 6725559 IKMMxc

TXD
Z Temple Junior College.
1330.5 Catalog - Temple Junior College.
C23 Temple, Tex. Temple Junior College.
v. ill. 24 cm.
LIBRARY HAS: 1980/81-

1. Temple Junior College--Curricula.
2. Catalogs, College. I. Title

Tx 17sept80 IKM 6723400 IKMMxc

TXD
E533.5 Texas. Education Agency. Reports
Sch65 Management System.
1980 Data submission to the Texas Education
Agency. Rev. Austin : Reports Management
System, Texas Education Agency, 1980.
pt. ; 28 cm. (Its bulletin ; 742)

1. Educational statistics--Texas.
I. Title. II. Texas. Education Agency.

Tx 30 sep80 IKM 6771715 IKMMxc

TXD
H2600.8 Texas. Dept. of Human Resources.
D492schd The development of school-age day
1980 care. -- [Austin] : The Dept., c1980.
19 p. : ill. ; 28 cm.
Cover title.

1. Day care centers--Texas.
I. Title

Tx 18sept80 IKM 6728022 IKMMxc

BEST COPY AVAILABLE

TXD
C2400.8
D842d
1980

Texas. Drug Abuse Prevention Division.
Drug abuse in Texas : the problem and the state's response. -- [Austin : The Division, 1980].
27 p. : graphs ; 21 cm.
Cover title.

1. Drug abuse--Information services--Texas. 2. Drug abuse--Treatment--Texas. I. Title

Tx 18sept80 IKM 6728056 IKMMxc

TXD
H600.8
F558ch
1980

Texas. Dept. of Health.
The fitness challenge in the later years : an exercise program for older Americans. -- [Austin] : The Dept., [1980?].
28 p. : ill. : 26 x 20 cm.

1. Physical fitness. I. Title

Tx 18sept80 IKM 6727782 IKMMxc

TXD
Z
TA245.7
P943
no.3687

Wiedenfeld, Robert Phillip.
Dryland forage responses to nitrogen and phosphorus fertilization in south Texas / R. P. Wiedenfeld, W. T. W. Woodward, and R. R. Hoverson. -- College Station : Texas Agricultural Experiment Station, 1980.
10 p. : graphs : 28 cm. -- (Progress report - Texas Agricultural Experiment Station, College Station ; 3687)
Bibliography: p. 7.
1. Forage plants--Fertilizers and manures. I. Woodward, William T. W. II. Hoverson, Richard Roy. III. Title IV. Series: Texas. Agricultural Experiment Station, College Station. Progress repo rt ; no.3687.

Tx 18sept80 IKM 6728008 IKMMxc

TXD
Z
S330.5
G356

San Jacinto College, Pasadena, Tex.
Catalogue - San Jacinto College, Central Campus, Pasadena, Tex., San Jacinto College.
v. ill. 24 cm. (Bulletin of San Jacinto College)
LIBRARY HAS: 1980/81-

1. San Jacinto College, Pasadena, Tex.--Curricula. 2. Catalogs, College. I. Title II. Title: General catalogue - San Jacinto College, Central Campus

Tx 17sept80 IKM 6723714 IKMMxc

TXD
E657.5
Ed82md

Texas. Education Agency. Special Education Developmental Services. Center for Deaf-Blind.
Educational methods for deaf-blind and severely handicapped students. Austin : Texas Education Agency, Dept. of Special Education, Special Education Developmental Services Center for Deaf-Blind, 1979.
v. : ill. : 27 cm.
"GE9 875 02."

1. Handicapped children--Education.
2. Blind-deaf--Education. I. Title

Tx U17jul79 IKM5113740 IKMDsl

TXD
Z
UA500.5
G755

University of Texas at Dallas.
Graduate catalog - University of Texas at Dallas. [Richardson, Texas] The University.
v. ill. 23 cm. (University of Texas at Dallas bulletin)
LIBRARY HAS: 1976/77-

1. Catalogs, College. 2. University of Texas at Dallas--Curricula. I. Title II. Series: University of Texas at Dallas, Bulletin.

Tx 08jan79 IKM 4532051 IKMMme

TXD
H661.8
V555di
1980
Span.

Texas. Dept. of Health.
Enfermedades venereas = venereal disease. -- [Austin : The Dept., 1980].
folder (4 p.) ; 23 cm.
Text adapted from California State Department of Health with assistance of James Munoz, Texas Venereal Disease Division.

1. Venereal diseases. I. Title

Tx 18sept80 IKM 6725526 IKMMxc

TXD
N350.5
G941asl
1980

Texas. Natural Resources Information System Task Force.
Guide to Texas state agency libraries / by State Agency Libraries of Texas and Texas Natural Resources Information System. -- Austin, Tex. : Texas Natural Resources Information System Task Force, 1980.
vi, 65 p. ; 24 cm.
Includes index.

1. Libraries, Governmental, administrative, etc--Texas--Directories. I. Title

Tx 18sept80 IKM 6727823 IKMMxc

TXD
P400.8
F527h
1980

Forshage, Allen A.
Fish habitat improvement in reservoirs / prepared by Allen A. Forshage and Kenneth E. Moore. -- Austin : Texas Parks and Wildlife Dept., 1980.
[10] p. : ill. ; 22 cm. -- (PWD booklet - Texas Parks and Wildlife Dept. ; 3000-12)
Cover title.

1. Fishes, Fresh-water. 2. Wildlife habitat improvement. 3. Fishes--Ecology. I. Moore, Kenneth E. II. Title. III. Series: Texas. Parks and Wildlife Dept. PWD booklet - Texas Parks and Wildlife Dept. ; 3000-12.

Tx 17sep80 IKM 6723196 IKMMxc

TXD
E500.5
H191heo
1980

Texas. Education Agency. Health Occupations Education.
Handbook for health occupations teachers. -- Austin : Health Occupations Education, Dept. of Occupational Education and Technology, Texas Educaton Agency, 1980.
iv, 82 p. : forms ; 28 cm.

1. Paramedical education. I. Title

Tx 18sept80 IKM 6726336 IKMMxc

TXD
P500
H527

Huntsville State Park. [Austin, Texas Parks and Wildlife Dept.]
v. map 22 cm. (PWD brochure - Texas Parks and Wildlife Dept.; 4000-175, etc.)
LIBRARY HAS: 1980-

1. Huntsville State Park, Tex. I. Series: Texas. Parks and Wildlife Dept. PWD brochure - Texas Parks and Wildlife Dept. ; 4000-175, etc.

Tx 17sept80 IKM 6723753 IKMMxc

TXD
H600.8
K91hec
1980/1

Texas. Dept. of Health.
Kidney Health Care program patient benefits : September 1, 1980 - August 31, 1981. -- [Austin] : The Dept., [1980].
folder (5 p.) ; 23 cm.

1. Texas. Kidney Health Care Program. I. Title

Tx 017sept80 IKM 6723346 IKMMxc

TXD
E707.8
M285sth

Durr, Gloria E.
Mainstreaming strategies in home economics / Gloria E. Durr, Camille G. Bell. -- [Nacogdoches : Stephen F. Austin State University, 1980].
vi, 91 p. ; 23 cm.
Stephen F. Austin State University, Texas Tech University in cooperation with the Texas Education Agency.

1. Home economics for the physically handicapped. 2. Physically handicapped --Rehabilitation. I. Bell, Camille G. II. Stephen F. Austin State University. III. Texas Tech University. IV. Texas. Education Agency. V. Title

Tx 19sept80 IKM 6731016 IKMMme

TXD
E707.8
M289hoe

Bell, Camille G.
Making home economics relevant to males / Camille G. Bell, Gloria E. Durr. -- [Nacogdoches : Stephen F. Austin State University, 1980].
vi, 41 p. ; 23 cm.
"Monograph based on a research project funded by: Texas Education Agency, Department of Occupational Education and Technology, Research Coordinating Unit project number 00230040."
1. Home economics--Study and teaching. I. Durr, Gloria E. II. Stephen F. Austin State University. III. Texas. Education Agency. Dept. of Occupational Education and Technology. Research Coordinating Unit. IV. Title

Tx 19sept80 IKM 6730814 IKMMme

TXD
P500
M215smr

Smith Rockshelter trail. [Austin Texas Parks and Wildlife Dept.]
v. ill. 28 cm. (PWD booklet - Texas Parks and Wildlife Dept. ; 4000-270)

1. McKinney Falls State Park, Tex. 2. Parks--Texas. I. Series: Texas. Parks and Wildlife Dept. PWD booklet - Texas Parks and Wildlife Dept. ; 4000-270.

Tx 18sept80 IKM 6726086 IKMMxc

TXD
M800.4
M468p
1980

Texas. Laws, statutes, etc.
Medical practice act of Texas : and other statutes relating to physicians. -- Austin, Tex. : Texas State Board of Medical Examiners, 1980.
72 p. ; 21 cm.

1. Physicians--Texas. 2. Medical laws and legislation--Texas. I. Texas. State Board of Medical Examiners. II. Title

Tx 18sept80 IKM 6726147 IKMMxc

TXD
H600.4
M664ℓnh
1980

Texas. Dept. of Health.
Minimum licensing standards for nursing homes / Texas Dept. of Health. Austin : The Dept., 1980.
44 p. ; 28 cm.
Cover title.

1. Nursing homes--Standards--Texas.
I. Title.

Tx u2oct80 IKM 6726320 IKMMxc

TXD
P400.4
M866

Texas. Parks and Wildlife Department.
Mourning dove, white-winged dove hunting regulations. [Austin] The Department.
v. maps 28 cm. (PWD leaflet - Texas Parks and Wildlife Department)
LIBRARY HAS: 1976/77-

I. Title II. Series: Texas. Parks and Wildlife Department. PWD leaflet - Texas Parks and Wildlife Department.

Tx 10 NOV 78 4362427 IKMMme

TXD
H2000.5
M213
80/4/30

Texas. Historical Commission.
The national register of historic places in Texas : additions and corrections through April 30, 1980. -- [Austin, Tex. : Texas Historical Commission], 1980.
16 p. : ill. ; 28 cm.
Supplements 1979 edition.

1. Historic sites--Texas--Guide-books. 2. Texas--Description and travel--1951- --Guide-books.
I. Title

Tx 18sept80 IKM 6728065 IKMMxc

TXD
H2000.8
P693acr
1980

Hutchinson, John D.
Planning for the acquisition and rehabilitation of certified historic structures / by John D. Hutchinson. -- [Austin, Tex. : Texas Historical Commission, 1980].
7 p. : ill. ; 23 cm.

1. Historic buildings--Conservation and restoration. 2. Historic buildings --Law and legislation. I. Texas. Historical Commission. II. Title

Tx 18sept80 IKM 6726681 IKMMxc

TXD
H600.1
P943
1980

Texas. Dept. of Health.
Profile / Texas Department of Health. -- [Austin] : The Dept., 1980.
26 p. : ill. ; 28 cm.

1. Texas. Dept. of Health.
2. Medical care--Texas. I. Title

Tx 18sept80 IKM 6725647 IKMMxc

TXD
H600.8
K216ec
1980/1
Spa.

Texas. Dept. of Health.
El programa Kidney Health Care beneficios para el paciente : Septiembre 1, 1980- Agosto 31, 1981. -- [Austin] : The Dept., [1980].
folder (5 p.) ; 23 cm.

1. Texas. Kidney Health Care Program. I. Title

Tx 17sept80 IKM 6723403 IKMMxc

TXD
Z
S770.5
P945

Southwest Texas State University.
Prospectus. San Marcos, Tex., Southwest Texas State University.
v. ill. 24 cm. (Bulletin - Southwest Texas State University)
LIBRARY HAS: 1980/81-

1. Southwest Texas State University.
2. Catalogs, College. I. Title
II. Series: Southwest Texas State University. Bulletin.

Tx 29sep80 IKM 6766009 IKMMxc

TXD
R800.1
P96

Texas Real Estate Research Center.
Publications list - Texas Real Estate Research Center. [College Station] College of Agriculture, Texas A&M University.
v. 23 cm. annual.
LIBRARY HAS: Sept., 1977-
Continues: Texas Real Estate Research Center. TRERC publications.
Continued by: Texas Real Estate Research Center. List of publications - Texas Real Estate Research Center.
1. Real property--Texas--Bibliography.
I. Title

Tx U 13sept78 IKM4164365 IKMDsl

TXD
Z
TA245.7
P943c
no.3665

Rangeland resources research. --
College Station : Texas Agricultural Experiment Station, 1980.
112 p. : ill., map ; 28 cm. -- (Consolidated progress report ; no.3665)

1. Range research--Texas.
I. Series: Texas. Agricultural Experiment Station, College Station. Consolidated progress report ; no. 3665.

Tx 18sept IKM 6727440 IKMMxc

TXD
H661.8
I245rap
1980

Texas. Dept. of Health.
Recommendation of the immunization practices advisory committee (ACIP) : rabies prevention. -- [Austin] : Texas Dept. of Health, 1980.
12 p. ; 23 cm.
Original text from Morbidity and Mortality weekly report, published by Center for Disease Control, June 13, 1980, vol.29, no.23.

1. Rabies vaccines. 2. Rabies--Preventive inoculation. I. Title

Tx 18sept80 IKM 6727131 IKMMxc

TXD
H561.8
R299dis

Reportable diseases of Texas [Austin]
Bureau of Communicable Disease Services, Texas Dept. of Health.
v. 28 cm.
LIBRARY HAS: July, 1980-

1. Communicable diseases--Texas.
I. Texas. Bureau of Communicable Disease Services.

Tx 17sept80 IKM 6713414 IKMMxc

TXD
H600.4
R861coc
1980

Texas. Dept. of Health.
Rules and regulations for the control of communicable diseases. -- Rev. -- Austin, Tex. : The Dept., 1980.
8 p. ; 23 cm.

1. Communicable diseases--Texas.
2. Public health laws--Texas. I. Title

Tx 18sept80 IKM 6728204 IKMMxc

TXD
H2000.8
Sa41rah
1980

Texas. Historical Commission.
Sam Rayburn house : a historical house museum / administered by the Texas Historical Commission. -- [Austin : The Commission, 1980?].
folder (7 p.) : ill., maps ; 23 cm.

1. Historic buildings--Texas.
I. Title

Tx 18sept80 IKM 6726689 IKMMxc

TXD
Z
TA245.7
B873
no.1315

Parker, Richard Doyle.
The short-season effect in cotton and escape from the boll weevil / R. D. Parker ... [et al.]. -- College Station : Texas Agricultural Experiment Station, [1980].
45 p. : graphs ; 28 cm. -- (Bulletin - Texas Agricultural Experiment Station, College Station ; 1315)
Bibliography: p. 45.

1. Boll weevil--Control--Texas.
2. Cotton--Diseases and pests.
I. Title II. Series: Texas. Agricultural Experiment Station, College Station. Bulletin ; 1315.

Tx 18sept80 IKM 6727860 IKMMxc

TXD
T700.4
St24tee
1980

Texas. Commission on Standards for the Teaching Profession.
Standards for teacher education institutions / Commission on Standards for the Teaching Profession. -- Austin : The Commission, 1980.
iii, 71 p. ; 28 cm.
Cover title.

1. Training of teachers--Standards--Texas. 2. Teachers colleges--Standards--Texas. I. Title

Tx 18sept80 IKM 6726223 IKMMxc

TXD
W1125.7
L629p
No.68
1980/1
Draft

Texas. Dept. of Water Resources.
The State of Texas water quality management annual work program : FY 81 : draft June 30, 1980. [Austin, Tex.] : The Dept., 1980.
ii, 28 leaves ; 28 cm. (LP-68)
Cover title.

1. Water quality management--Texas. I. Title. II. Series: Texas. Dept. of Water Resources. Limited publication ; LP-68.

Tx 30sep80 IKM 6771613 IKMMxc

TXD
S1400.4
St89lrr

Texas. Laws, statutes, etc.
Structural pest control law and rules : regulations of the Texas Structural Pest Control Board. [Austin] Texas Structural Pest Control Board.
v. 28 cm.
LIBRARY HAS: 1980-

1. Texas. Structural Pest Control Board--Law and legislation. 2. Pest control--Texas. I. Texas. Structural Pest Control Board. II. Title

Tx 19sept80 IKM 6731032 IKMMme

TXD
Z
T300.5
St94

Temple Junior College.
Student handbook. [Temple, Tex.] Temple Junior College.
v. ill. 25 cm.
LIBRARY HAS: 1980/81-

1. Temple Junior College--Curricula. 2. Catalogs, College. I. Title

Tx 29sep80 IKM 6723696 IKMMxc

TXD
Z
S850.5
St94

Stephen F. Austin State University.
Student handbook and policy manual. [Nacogdoches, Tex.] The University.
v. ill. 23 cm.
LIBRARY HAS: 1974/75-Current.

1. Stephen F. Austin State University. I. Title

Tx 7aug79 IKM 5246548 IKMDsl

TXD
Z
TA245.7
M531
no.1462

Villalon, Ben.
Sugarcane mosaic virus survey in the Lower Rio Grande Valley, 1978 / Ben Villalon. -- College Station : Texas Agricultural Experiment Station, 1980.
8 p. : graph ; 28 cm. -- (Miscellaneous publication - Texas Agricultural Experiment Station, College Station ; 1462)
Caption title.
Bibliography: p. 8.
1. Sugar-cane mosaic virus.
I. Title II. Series: Texas. Agricultural Experiment Station, College Station. Miscellaneous publication ; 1462.

Tx 17sep80 IKM 6723065 IKMMxc

TXD
Z
TA245.7
P938
no.3652

Reeves, Sim Adair.
Sweet sorghum variety report, Weslaco, Texas, 1979 / Sim A. Reeves, Jr. -- College Station : Texas Agricultural Experiment Station, Texas A & M University System, 1980.
5 p. ; 28 cm. -- (Progress report - Texas Agricultural Experiment Station, College Station ; 3652)

1. Sorghum--Varieties. I. Title II. Series: Texas. Agricultural Experiment Station, College Station. Progress report ; 3652.

Tx 17sep80 IKM 6723273 IKMMxc

TXD
A697.8
Sh72prs
1980

Kozuh, Joe.
1980 TAPC shock probation survey / Joe Kozuh ... [et al.]. -- Austin, Tex. : Texas Adult Probation Commission, Division of Information Services, 1980.
iv, 17 leaves : graphs ; 28 cm.

1. Probation--Texas. I. Texas. Adult Probation Commission. Division of Information Services. II. Title III. Title: TAPC shock probation survey. IV. Title: Shock probation survey.

Tx 18sept80 IKM 6727750 IKMMxc

TXD
P3500.8
T22dra
1980

Texas. Dept. of Public Safety.
Teachers and parents alert : drug abuse, problems of identification. -- [Austin : The Dept., 1980?].
[2] p. ; 28 cm.

1. Drug abuse--Texas. I. Title

Tx 18sept80 IKM 6728041 IKMMxc

TXD
E617.8
B964fren

Texas. Education Agency. Division of Curriculum Development.
Teaching the free enterprise system in business education courses. -- Austin, Tex. : Division of Curriculum Development, Texas Educaton Agency, [1980?].
v, 69 p. : graphs ; 22 x 28 cm.

1. Laissez-faire. 2. Business education--Teacher training--Texas. I. Title

Tx 18sept80 IKM 6726330 IKMMxc

TXD
[illegible].6
[illegible]

Texas folklife festival. [San Antonio]
University of Texas at San Antonio,
Institute of Texan Cultures.
v. ill. (some col.) 28 cm.
LIBRARY HAS: 1980-

1. Folk festivals--Texas.
2. Festivals--Texas. I. Institute of
Texan Cultures.

Tx 17sept80 IKM 6725[illegible] IKMMxc

TXD
H600.8
Im6rei
1980

Texas. Dept. of Health.
Texas immunization requirements
instructions for parents and students.
-- [Rev.]. -- [Austin] : The Dept.,
[1980].
[2] p. : 23 cm.

1. Vaccination--Texas. I. Title

Tx 18sept80 IKM 6725591 IKMMxc

TXD
H1473.8
T312ℓc

Texas. Austin, State Dept. of Highways
and Public Transportation, Travel &
Information Division.
v. col. ill. 28 cm.
spine title: Texas, land of contrast
LIBRARY HAS: 1979-

1. Texas--Description and travel--1951-
--Guide-books. I. Texas. Travel and
Information Division. II. Title: Texas,
land of contrast

Tx 12sep79 IKM 5366095 IKMDsl

TXD
E2100.8
Ocles ℓ
79/5

Texas. Employment Commission. Economic
Research and Analysis Dept.
Texas occupational employment
statistics : staffing patterns for
selected state and local governments
industries, May 1979 / prepared by
Texas Employement Commission, Economic
Research and Analysis Department. --
Austin, Tex. : The Commission, 1980.
iii, 22 p. : graphs : 28 cm.
Bibliography: p. 22.
1. Labor supply--Texas--Statistics.
2. Texas--Occupations--Statistics.
I. Title II. Title: Industry staffing
patterns for selected state and local
government industries.

Tx 18sept80 IKM 6727720 IKMMxc

TXD
P3500.8
T312r

Texas. Dept. of Public Safety.
The Texas ranger. -- Austin, Tex. :
Texas Dept. of Public Safety, c1961.
7 p. : ill. : 23 cm.

1. Texas Rangers. I. Title

Tx 18sept80 IKM 6726767 IKMMxc

TXD
L1900.5
D659dep
1980

Adams, Katherine.
Texas state documents depository
program : manual of guidelines for
Texas state agencies / compiled by
Katherine Adams. -- Austin : Texas
State Publications Clearinghouse, Texas
State Library, 1980.
57. 29 p. : 28 cm.

1. Local governments documents--
Handbooks, manuals, etc. 2. Texas--
Government publications. I. Texas
State Publications Clearinghouse.
II. Title

Tx 19sept80 IKM 6726740 IKMMxc

TXD
P500
R131t

Texas. Parks and Wildlife Department.
Texas State Railroad State
Historical Park schedule. [Austin,
Texas, The Department]
v. 22 cm. (PWD leaflet - Texas
Parks and Wildlife Department ; 4000-82)
LIBRARY HAS: 1977-

1. Texas State Railroad State Historical
Park. 2. Parks--Texas. I. Title II. Series:
Texas. Parks and Wildlife Department. PWD
leaflet - Texas Parks and Wildlife Department ;
4000-82.

Tx 24mar79 IKM 4782185 IKMDsl

TXD
R1500.8
Sch65p
1980

Texas. Rehabilitation Commission.
TRC school program. -- [Austin,
Tex.] : The Commission, [1980?].
folder (6 p.) : 23 cm.

1. Vocational rehabilitation--Texas.
2. Vocational guidance--Texas.
I. Title

Tx 18sept80 IKM 6727802 IKMMxc

TXD
Z
UA500.5
Un2

University of Texas at Dallas.
Undergraduate catalog - University of
Texas at Dallas. [Richardson, Tex.]
The University.
v. ill. 23 cm. (University of Texas
at Dallas bulletin)
LIBRARY HAS: 1976/77-

1. University of Texas at Dallas--
Curricula. 2. Catalogs, College.
I. Title II. Series: University of Texas
at Dallas. Bulletin.

Tx 30mar79 IKM 4543668 IKMDsl

TXD
H653.8
V831a
1980

Texas. Dept. of Health.
Vitamin A. -- [Austin : The Dept.,
1980].
[4] p. : ill. : 23 cm.

1. Vitamin A. I. Title

Tx 18sept80 IKM 6725565 IKMMxc

TXD
H600.8 Texas. Dept. of Health.
V83in [illegible] vitamin "A". -- [Austin : The
1980 Dept., 1980].
[illegible] [4] p. : ill. ; 23 cm.

1. Vitamin A. I. Title

Tx 18sept80 IKM 6725580 IKMMxc

TXD
P400.8 Wildlife : the environmental barometer.
W646e -- Austin, Tex. : Texas Parks and
1980 Wildlife Dept., [1980].
folder (7 p.) : ill. ; 28 cm. --
(PWD brochure - Texas Parks and
Wildlife Dept. ; 8000-65)

1. Wildlife conservation--Texas.
I. Series: Texas. Parks and Wildlife
Dept. PWD brochure - Texas Parks and
Wildlife Dept. ; 8000-65.

Tx 29sep80 IKM 6767772 IKMMxc

TXD
[illegible] [illegible]-tailed deer regulations. [Austin,
[illegible] Tex.] Parks & Wildlife Dept.
[illegible] leaflet. -
Texas Parks and Wildlife Dept. ; 7000-
51)
[illegible] 1-79/80-

1. Deer hunting--Texas. 2. Game-
laws--Texas. I. Series: Texas. Parks
and Wildlife Dept. PWD leaflet - Texas
Parks and Wildlife Dept. ; 7000-51.

Tx 30nov80 IKM [illegible] IKMMxc

TXD
H600.8 Texas. Dept. of Health.
W427voi The weigh you look. -- [Austin] :
1980 The Dept., [1980].
folder (4 p.) : ill. ; 28 cm.

1. Reducing. I. Title

Tx 18sept80 IKM 6725626 IKMMxc

PUBLICATIONS LISTED AS OPEN FOR SELECTION BY DEPOSITORIES

TXD
H1425.5 Texas.Transportation Planning Division.
C498 Cities and towns of Texas / prepared by
1979 the State Department of Highways and Public
Transportation, Transportation Planning
Division in cooperation with the U.S.
Department of Transportation, Federal Highway
Administration. -- [Austin] : The Dept., 1979.
54 leaves : map ; 28 cm.

1. Cities and towns--Texas.
I. Title

Tx 15sept80 IKM 6714632 IKMDsl

TXD
W1125.7 Ashworth, John B.
L629p Evaluating the ground-water
no.129 resources of the high plains of Texas :
results of the test hole drilling / by
John B. Ashworth. -- Austin : Texas
Dept. of Water Resources, 1980.
1v. 41 p. : graphs (6 fold. col.) ;
28 cm. -- (LP-129)

1. Aquifiers--Texas. 2. Water,
Underground--Texas. 3. Borings--Texas.
I. Title II. Series: Texas. Dept. of
Water Resources. Limited publication ;
LP-129.

Tx 18sept80 IKM 6726371 IKMMxc

TXD
W1125.7 Muller, Daniel E.
L629 Evaluating the ground-water
no.130 resources of the high plains of Texas :
results of surface electrical
resistivity surveys / by Daniel A.
Muller. -- Austin : Texas Dept. of
Water Resources, 1980.
1v, 27 p. : maps ; 28 cm. -- (LP-
130)
Bibliography: p. 27.
1. Aquifers--Texas. 2. Water,
Underground--Texas. I. Title
II. Title: Results of surface
electrical resistivity surveys.
III. Series: Texas. Dept. of Water
Resources. Limited publication ; LP-
130.

Tx 18sept80 IKM 6726658 IKMMxc

TXD
E707.8 Durr, Gloria E.
M285has Mainstreaming the handicapped
student in vocational home economics :
final report / Gloria E. Durr, Camille
G. Bell. -- [Nacogdoches : Stephen F.
Austin State University, 1980?].
123 p. ; 28 cm.
Stephen F. Austin State University,
Texas Tech University in cooperation
with the Texas Education Agency.
Bibliography: p. 48-52.
1. Home economics for the physically
handciapped. 2. Physcially handicapped
--Rehabilitation. I. Bell, Camille G.
II. Stephen F. Austin State University.
III. Texas Tech University. IV. Texas.
Education Agency. V. Title

Tx 19sept80 IKM 6731054 IKMMme

TXD
P437.7
M315d
no.9

[illegible], Lawrence W.
Recreational and commercial finfish catch statistics for Texas bay systems, September 1978-August 1979 / by Lawrence W. [illegible]. -- [Austin] : Texas Parks and Wildlife Dept., Coastal Fisheries Branch, 1980.
[illegible] p. : [illegible] ; 28 cm. -- (Management data series ; no.9) (PWD book ; 3000-[illegible])
1. Fisheries--Texas--Statistics. 2. [illegible]--Texas--Statistics. I. Texas. Parks and Wildlife Dept. Coastal Fisheries Branch. II. Title III. Series IV. Series: Texas. Parks and Wildlife Dept. PWD book ; 3000-92.

Tx [illegible] IKM [illegible] IKMMxc

TXD
Z
T300.6
[illegible]

Temple Junior College.
Temple Junior College office directory. [Temple, Tex.] Temple Junior College.
v. ; 28 cm.
LIBRARY HAS: 1980/81-

1. Temple Junior College--Directories. I. Title

Tx 17sep80 IKM 6723642 IKMMxc

TXD
W1125.7
L629p
no.41
1980

Texas. Dept. of Water Resources.
The State of Texas continuing planning process / prepared by the Texas Department of Water Resources pursuant to section 303(e) of the Federal Water Pollution Control Act (as amended). -- Austin : Texas Dept. of Water Resources, 1980.
132 p. : map ; 28 cm. -- (LP-41)

1. Water quality management--Texas. 2. Water--Pollution--Law and legislation. I. Title II. Series: Texas. Dept. of Water Resources. Limited publication ; LP-41.

Tx 18sep80 IKM 6726392 IKMMxc

TXD
H720.8
N317nuha

Texas health manpower report : nursing home administrators. Austin, Texas : Data Collection and Analysis Division, Bureau of State Health Planning and Resource Development, Texas Dept. of Health.
v. ; 28 cm.
LIBRARY HAS: 1978-
Compiled by Data Collection and Analysis Division, Bureau of State Health Planning and Resource Development, Texas Department of Health.
1. Nursing home administrators--Texas--Statistics. I. Texas. Bureau of State Health Planning & Resource Development. Data Collection and Analysis Division.

Tx [illegible] IKM [illegible] IKMMxc

TXD
P437.7
M315d
no.13

Benefield, Richard L.
Studies of shrimp populations in selected coastal bays of Texas / by Richard L. Benefield and William B. Baker, Jr. -- [Austin] : Texas Parks and Wildlife Dept., Coastal Fisheries Branch, 1980.
102 p. : graphs, maps ; 28 cm. -- (Management data series ; no.13) (PWD book ; 3000-97)
Bibliography: p. 11
1. Shrimp fisheries--Texas. I. Baker, William B. II. Texas. Parks and Wildlife Dept. Coastal Fisheries Branch. III. Title IV. Series V. Series: Texas. Parks and Wildlife Dept. PWD book ; 3000-97.

Tx 29sep80 IKM 6767867 IKMMxc

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1952 Opinions, plus index	$10.00

Price Daniel's Opinions may be purchased separately by year or all together. A subject index is included at the beginning of each year's Opinions.

FAMILY AND CHILD STATISTICS (FACS). Texas Department of Community Affairs. Children and Youth Services Division.

1978 data, published 1980. 5342 pages Price: $42.00

Statistical data by county for each of the 254 counties in Texas and for the state as a whole. Statistics from over 50 published and unpublished sources give information on subjects relating to young children and their families: population, child abuse, health facilities, nutritional level, teenage mothers, and juvenile delinquency. FACS are not sold separately by county.

REALITIES OF TEXAS FAMILIES: WHERE CHILDREN FIT. Texas Department of Community Affairs. Children and Youth Services Division.

472 pages Price: $ 5.00

Information on family income, parent education, age of mother at birth of first child, ethnicity, and family structure gathered from a survey of 1,000 Texas households with children under the age of six. This document is not available in paper copy; it is only available on microfiche from the Texas State Publications Clearinghouse.

Pt. 1 - The 1979 Household Survey of Families with Children Under Six in Texas: Vol. I: Data Analysis and Findings

REALITIES OF TEXAS FAMILIES (cont.)

Pt. 2 - The 1979 Household Survey of Families with Children Under Six in Texas: Vol. II: Conclusions and Implications and Executive Summary

Pt. 3 - Child Care in Texas: The 1973 Survey and a Comparision with the 1979 Survey of Households with Children Under Six

Pt. 4 - Child Care Survey Instrument

TENTATIVE SPRING FILMING SCHEDULE

Tentative plans call for filming the following series this spring. Notices of microfiche availability will be sent to all checklist and microfiche information subscribers.

ATTORNEY GENERAL'S OPINIONS

John Ben Sheppard. 1952-1956. Nos. 1-224

Will Wilson. 1957. Nos. 1-200

TEXAS REGISTER

1977. Vol. 2, nos. 1-100, plus annual index

1978. Vol. 3, nos. 1-100, plus annual index

1979. Vol. 4, nos. 1-100, plus annual index

1980. Vol. 5, nos. 1-100, plus annual index

1. ORDERS FROM TEXAS STATE AGENCIES AND STATE INSTITUTIONS OF HIGHER EDUCATION (cont.)

B. If you anticipate spending less than $350.00 on microfiche (cont.)

3) Advance deposit accounts: you may set up a deposit account with the Texas State Library in any amount not to exceed $350.00. Deductions will be made from deposit accounts automatically upon receipt of an order for fiche.

To set up a deposit account, write the Clearinghouse with your intent and attach a check or money order payable to the Texas State Library for the amount you wish to have on deposit. Accounts are non-refundable, but are transferrable from one fiscal year to the next.

2. ORDERS FROM PUBLIC LIBRARIES AND OTHER NON-STATE GOVERNMENT BODIES IN TEXAS

1) Prepayment: prepayment is preferred on all orders. Please make checks or money orders payable to the Texas State Library.

2) We bill you: invoices will be send when orders are not accompanied by payment.

3) Advance deposit accounts: public governmental bodies in Texas (including public libraries) other than state agencies and state institutions of higher education may set up advance deposit accounts with the Texas State Library for purposes of microfiche payment. Accounts should not exceed $500.00. All accounts are non-refundable, but are transferrable from one fiscal year to the next.

To set up a deposit account, write the Clearinghouse with your intent and attach a check or money order payable to the Texas State Library for the amount you wish to have on deposit. Deductions will be made from deposit accounts automatically upon receipt of an order for microfiche.

3. ORDERS FROM PRIVATE INDIVIDUALS AND INSTITUTIONS IN TEXAS

1) Prepayment: prepayment is required on all orders. Please make checks or money orders payable to the Texas State Library.

2) Sales Tax: if more than one copy of a document is ordered, add 5% sales tax charge to the cost of all additional copies ordered.

4. OUT-OF-STATE ORDERS

1) Prepayment: prepayment is required on all orders.

- TEXAS STATE DOCUMENTS ON MICROFICHE -

DOCUMENTS AVAILABLE

The Micropublishing Program of the Texas State Publications Clearinghouse offers interested persons and institutions the opportunity to acquire Texas state government publications in microfiche format at a nominal charge.

State publications on fiche include both individual documents and documents series. With few exceptions copies of documents received by the Clearinghouse and listed on the *Texas State Documents* monthly checklist beginning with the January 1980 issue are filmed, and documents listed on any pre-1980 checklist are available on an as-ordered basis. Checklist documents which will not be filmed are those documents which do not lend themselves to microduplication because of size or color, documents holding a notice of copyright, and selected ephemeral materials. In addition, the Clearinghouse has a schedule for filming retrospective series of older publications, such as Attorney General's *Opinions* and the *Texas Register*.

PRICING STRUCTURE

The price of Texas state documents on microfiche is based on whether the document is considered a current or older document or part of a documents series.

Current documents: those documents listed on the monthly checklist beginning with the January 1980 issue of the checklist. 25¢ per fiche with a $1.00 handling charge per order. The number of fiche required to accommodate a document is given for each title listed on the monthly checklist by a microfiche symbol, for example (2MF) indicates that the document requires two fiche.

Older documents: any document listed on a monthly checklist issued before January 1980. 50¢ per fiche with a $1.00 handling charge per order. No microfiche count symbol appears on the checklists prior to 1980, so purchasers will need to inquire into price prior to placing an order.

Documents series: selected groups or "packages" of documents usually made up of a series of publications from one agency, for example, annual reports from the Texas Youth Council, 1970 - 1980. Sold at a per package price based on 50¢ per fiche with a $1.00 handling charge per order. Package prices will be announced at the time of notice of series availability.

ANNOUNCEMENT INFORMATION

Persons wishing to receive announcements of microfiche availability can do so by subscribing to the monthly checklist or by subscribing to the documents series availability notices.

Subscribing to the checklist: the *Texas State Documents* checklist is free to all libraries upon request. Beginning with the January 1981 issue it will be accompanied by order information and forms for both individual documents listed on the checklist and for documents series available.

Subscribing to documents series notices: persons who do not wish to receive the monthly checklist but who would like to be notified of the availability of documents series on microfiche should subscribe to these notices.

Subscription forms are attached.

HOW TO ORDER DOCUMENTS ON MICROFICHE

1. Indicate the documents you wish to order on the order forms which accompany each checklist and notice of documents series available.

   Checklist order form: this order form lists entry numbers for all documents on the current checklist and gives prices for those documents available on microfiche. Circle the entry numbers of the documents you want and total the individual costs. Additional space has been provided for orders for documents listed on earlier checklists.

   Documents series order form: this order form lists series available by title and gives price per series package. Indicate the series desired and total the individual costs.

2. Total the costs for all orders, include handling charge, and sales tax, if any.
3. Indicate your method of payment.
4. Indicate your full mailing address.
5. Mail your order to the Texas State Publications Clearinghouse.

METHODS OF PAYMENT

1. ORDERS FROM TEXAS STATE AGENCIES AND TEXAS STATE INSTITUTIONS OF HIGHER EDUCATION

   A. If you anticipate spending more than $350.00 per fiscal year on microfiche:

   If you anticipate spending more than $350.00 per fiscal year on microfiche from the Texas State Library you must complete an interagency contract in advance. You, as the purchaser, should initiate this contract. The contract may be for any amount over $350.00, and once it is completed it will enable you to pay for microfiche using any of the methods listed below.

   1) Prepayment: make checks or money orders payable to the Texas State Library.

   2) We bill you: invoices will be sent when orders are not accompanied by payment.

   3) Advance deposit accounts: you may deposit with the Texas State Library any amount not to exceed the amount stipulated in the interagency contract. We recommend that no account exceed $500.00. Deductions will be made from deposit accounts automatically upon receipt of an order for fiche.

   To set up a deposit account, first complete the interagency contract, then write the Clearinghouse with your intent to set up a deposit account and attach a check or money order payable to the Texas State Library for the amount you wish to have on deposit. Accounts are non-refundable, but are transferrable from one fiscal year to the next.

   B. If you anticipate spending less than $350.00 per fiscal year on microfiche:

   If you anticipate spending less than $350.00 per fiscal year on microfiche from the Texas State Library you do not need to complete an interagency contract, and you may pay for microfiche using any of the methods listed below.

   1) Prepayment: make checks or money orders payable to the Texas State Library.

   2) We bill you: invoices will be sent when orders are not accompanied by payment.

12/5/83

INTRODUCTION TO BASIC TEXAS STATE DOCUMENTS REFERENCE

By Robert Walton
Texas State Publications Clearinghouse
Information Services Division
TEXAS STATE LIBRARY

In order to perform adequate Texas documents reference, it is necessary to possess two essential qualities. First, an understanding of state/local government, administrative structure, and the Texas legislative process. This is important in order to know how to logically map out a research strategy with respect to a particular question or request. Second, it is valuable to have a great deal of finesse to guide you through those situations where logical research patterns are fruitless and, as is often the case, the information is hidden in some obscure and illusive source. Of these two qualities, only the first requires further examination.

State government is divided among legislative, judicial, and executive branches. Of the three, the judicial branch (composed primarily of the state and district judges) produces fewest materials suited for state documents reference. Unless yours is a law library, most of these legal publications would best be left to lawyers and experienced law librarians.

The legislative branch is made up primarily of the Texas Legislature. In the process of conducting its law making responsibilities, the Legislature generates a sizable volume of material. Laws themselves are introduced into one of the two chambers as bills (legislation). Each must be read three times on different dates, voted on (and passed) after the second and third readings (unless certain parlimentary procedures are imposed), and signed by the Governor before becoming law. Should a particular bill fail during the legislative process, the text of the defeated bill can only be found at the Legislative Reference Library at the State Capitol Building. Laws which pass are available from the Secretary of State of the House/Senate Bill Distribution Service. At the end of each legislative session, the *Session Laws* are printed and *Vernon's Annotated Texas Statutes* issues new pocket parts to bring the 'black statutes' up-to-date.

Within the jurisdiction of the legislative branch also fall four legislative support agencies. These include the Legislative Reference Library (organized and equipped to handle the special needs of legislators), the Legislative Budget Board (produces recommendations to the legislature concerning all aspects of budgetary matters), the Legislative Council (assists the Legislature and executive agencies in the research and drafting of legislation), and the State Auditor (to audit state agencies and verify proper expenditures of allocated state funds). The legislature also authorizes and conducts special studies (interim committee reports, house study papers, etc.) on topics which are of current interest and have the potential of emerging as an issue during the following legislative session.

The executive branch is made up of all the other agencies in state government and produces by far the largest volume of published material. These agencies are usually established by statutory or constitutional law charging the agency with certain responsibilities and a description of its duties. Special commissions and study councils can also be created by executive order of the Governor. With few exceptions, the duties of executive agencies are structured to perform either a regulatory or service function.

Any discussion of state government would be incomplete without consideration of the regional and local governmental bodies. In 1956 the Legislature organized 24 Regional Councils of Governments which act primarily as informational or coordinating centers for governments in that region. There are also a variety of special districts and authorities including school, hospital, river authorities, housing authorities, water districts and soil conservation districts. These are all valuable government entities created to provide specific services within a defined geographic area.

HANDBOOKS/DIRECTORIES

Texas. University of Texas Bureau of Business Research. Texas Trade and Professional Associations and Other Selected Organizations. 1951- . Austin. Annual. Includes official names, addresses, directors, member statistics, activities, etc.

Texas. State Historical Association. Handbook of Texas. Austin, 1952. Edited by Walter P. Webb. 2 volumes and a supplemental 3rd volume published in 1976. Encyclopedia format containing general information on persons, cities and counties, industries, state agencies, etc. Most topics are followed by brief bibliographies.

Texas. University of Texas L.B.J. School of Public Affairs. Bureau of Government Research. Guide to Texas State Agencies. 5th edition Austin 1978. Provides the following information on each current state agency: 1. Legal authority 2. Selection of governing members 3. Organization, and 4. Functions. [The 5th edition will be released during 1978.]

Texas. Education Agency. Texas School Directory. Annual. Contains information about Texas schools including: officers and statistics, accreditation status, directory of administrators and members of local boards, accredited non-public schools, and educational service center directory.

Texas. Education Agency. Division of Proprietary Schools and Veterans Education. Directory of Schools Certificated Under Texas Proprietary School Act and Schools Offering Courses Approved for Veterans. Annual. Part I: List of private certified schools Part II: List of Texas colleges and schools approved for veterans Part III: Index of approved courses for veterans.

Texas. Advisory Commission on Intergovernmental Relations. Handbook of Governments in Texas. Austin, March 1973- . [$25.00 initial cost/$10.00 annual cost for updates] Includes: Section I: State Government Section II: County Government Section III: Municipal Government Section IV: Special Districts and Authorities Section V: Regional Governments and Agencies Section VI: Federal Goverment. Loose-leaf.

Texas Almanac and State Industrial Guide. Dallas, A.H. Belo Corporation. Annual. Topically arranged. Indexed.

Texas Electric Cooperatives, Inc. Directory of Texas Electric and Telephone Cooperatives. Austin. Annual. Electric utilities by county, miles of line and managers. Profiles of each utility company including address, directors, and technical statistics. Profiles similar to electric cooperatives are provided for each telephone cooperative.

Texas. University of Texas Bureau of Business Research. Atlas of Texas. Austin, 1978. Includes geographical, physical, population, agricultural, mining, manufacturing maps and a statistical appendix on population.

Texas State Directory, 1946- . Austin. Biennial. Privately published. Texas agencies listed in alphabetical order, including for each agency the elected and appointed officials with photos, titles, address, tenure. Includes a section on state employees, giving address, hometown, and employing agency. Next section lists cities in Texas with population and name of mayor, section on Chambers of Commerce, and section on county officials.

Texas. Highway Department. Planning and Research Division. Listing of Texas Cities, Towns, Communities and Railroad Stations by Counties. Austin, 1978.

Texas. University of Texas Bureau of Business Research. Directory of Texas Manufacturers. 2 volumes. Austin. Annual. Contains four main sections: 1. Alphabetical section 2. Geographical section 3. Product section 4. Index of products.

Texas. State Board of Insurance. List of Insurance Companies Under the Supervision of the State Board of Insurance. Austin. Annual.

LAWS/LEGAL

Texas. State Bar. Professional Development Program.
Advanced Civil Trial Course, 2 volumes and a supplement, 1978.
Advanced Estate Planning & Probate, 1977.
Advanced Family Law Course, 1977.
Tex[illegible] Consumer Law-For General Practitioners, 1977.
Texas Corporation Law-For General Practitioners, 1977.
Texas Family Practice Manual, 1977.
Texas Mental Health Commitments, 1978.
Damages, 1977.
Environmental Law Update, 1978.
International Law for General Practitioners, 1977.
Marriage Dissolution in Texas, 1971.
Pre-Trial. 1977.
Real Estate Law, 1977.

Smith, Dick. How Bills Become Laws in Texas. 4th edition. 1972. Austin, University of Texas Institute of Public Affairs. Brief narrative description of the legislative process in Texas.

Vernon's Annotated Texas Statutes. 1925- . St. Paul, Minn., West Publishing Company. [Referred to as the "Black Statutes" which supercedes the "Red Statutes" which are not annotated.] Annotated with library citations and references, historical notes on the development of the law and cross references to other related statutes.

Texas. Secretary of State. Texas Register Division. Texas Register. Jan. 1976- . Published twice weekly. Includes Governor appointments, Attorney General opinions, proposed and adopted agency rules, and announcements of open meetings.

West's Texas Statutes and Codes. 5 volumes (1974) and 2 volume supplement (1977). St. Paul, Minn., West Publishing Company. Not annotated. [Green Statutes].

General and Special Laws of the State of Texas.['Session Laws']. (1846-). Austin. Published biennially or after each session. Laws arranged in order as signed into law by Governor. Also contains effective dates, veto proclamations, resolutions, constitutional amendments proposed, bills vetoed, and index.

Texas.Administrative Code: Annotated/Approved by the Secretary of State of Texas. 1979- . Colorado Springs, Colorado. Shepards Publishing Company. A codification of Texas regulations.

Texas. Attorney General. Index and Tables to the Opinions of the Attorney General of Texas, 1947-70. Austin, 1970. 627pp.

Texas. Attorney General. Digest of Opinions of the Attorney General. Annual. Austin. Arranged by opinion number and indexed.

Texas. State Library. Library Laws of Texas. Austin, 1973. 85pp. Contains all statutes pertaining to libraries in Texas.

Texas. State Board of Insurance. Texas Insurance Code with Related Acts and Rules of Procedure. Austin, 1978. Tenth edition. Contains index to insurance code and related acts.

Texas. Education Agency. Texas Public School Law Bulletin. Austin, 1978. Contains Texas Education Code with index to laws affecting public school education.

Texas. Department of Public Safety. Texas Motor Vehicle Laws. Austin. Annual.

Texas. Attorney General. Opinions. Rendered on the request of a state or local official. Provide legal interpretations of Texas statutes prior to court action and are subject to court overrule.

LEGISLATIVE

Texas. Legislature. Senate. Journal. Austin, 1846- . Published Biennially with daily issues during the legislative session with bound volumes including index issued at the close of each session. Contents similar to House Journal.

Texas. Legislature. House of Representatives. Journal. Austin, 1846- . Published biennially with daily issues during the legislative session with bound volumes including index issued at the close of each session. Includes bill captions, index of bills and resolutions by author, history of House bills, history of House concurrent resolutions, history of Senate bills in House.

Texas. Legislative Council. Accomplishments of the -- Legislature: A Summary. 1961- . Published biennially after each session. Arranged by subject area.

Texas. Legislature. Members of the Texas Legislature, 1846-1962. Austin, 1962.

Council of State Governments. State Elective Officials and the Legislatures. Lexington, Kentucky. 1935- . Annual. Includes state officials, justices of the courts and members of the legislatures.

CONSTITUTIONAL

Texas. Constitutional Revision Commission. A New Constitution for Texas: Text, Explanation, Commentary... Austin, November 1973. Presents text of the 'New Constitution', biographies of constitutional revision commission, and index of parts affected.

Texas. Advisory Commission on Intergovernmental Relations. The Texas Constitution: A Reorganization and Simplification Without Substantive Change. Austin, December 1973. $3.00. The Texas constitution presented topically, recast into modern English without substantive changes in the meaning of its provisions.

Texas. Advisory Commission on Intergovernmental Relations. The Constitution of the State of Texas: An Annotated and Comparative Analysis. Austin, August 1977. Contains a factual presentation of the origins, historical development, and contemporary meaning of each section of the constitution and also provides interpretive comments on each section by various contributing legal experts.

Texas. Constitutional Convention, 1974. Journal (2 volumes) and Proceedings (2 volumes). Bound cumulation. Record of all votes and index included.

Texas. Legislative Council. Constitutional Amendments Analyzed. Austin, 1958- . Analysis, both pro and con, on each amendment to the Texas constitution prepared prior to each election.

Texas. University of Texas L.B.J. School of Public Affairs. The Constitution of Texas and the Administrative Structure of the State. Austin, 1973. Student seminar report coordinated by Professor Emmette S. Redford.

REGIONAL/COUNTY/LOCAL

Texas. Industrial Commission. General Community Profiles. Compliation of statistical data on over 500 different Texas cities. Each Profile includes information on only one city and provides information such as labor force statistics, population characteristics, economic statistics, transportation, etc.

Perry Printing Company. Information Guide on County Government. Midland, Texas. Updated annually. Contains information on county corporate rights and powers, county commissioners courts, county finance, county budgets, and county public services and policies.

Texas Municipal League. Salaries of Texas Municipal Officials and Emplyees. Annual. Austin.

Texas Municipal League. *Directory of Texas City Officials*. Austin. Annual. (Published each spring following the April elections. Gives name of elected officials, chief administrative employees of incorporated cities and towns. Includes population, county, city hall address, zip code, telephone number, time of city council or commission meeting).

STATE GOVERNMENT FINANCIAL AND STATISTICAL INFORMATION

The basic source for agency financial information is the agency audit (in the case of state supported colleges and universities - financial report) which includes a description and evaluation of real property of the agency, legal authority under which it operates, board members names and terms, major divisions and functions as well as financial status.

Texas. Comptroller of Public Accounts.
Annual Report. 2 volumes. Austin, Texas. Property valuations for counties, tax collections, etc.
City Sales and Use Tax Allocation Summary. Monthly. Austin. A list of Texas cities which shows net payment from sales tax to each city.
Sales Tax Analysis by County Code. Quarterly. Austin. Gives number of reporting outlets by county, with gross sales, gross taxable sales, etc., for each county in Texas.
Sales Tax Analysis by SMSA and SIC. Quarterly. Austin. A list of SMSAs in Texas with information about number of reporting outlets, gross sales, gross taxable sales, etc.

Texas. Comptroller of Public Accounts. *Texas Tax Guide*. 2 volumes. Austin. 1977. $25.00. Rules and regulations about all forms of state taxation in Texas. Updated regularly by subscription.

Texas. Legislative Budget Office. *Fiscal Size Up: Texas State Services 19__-___ Biennium*. Biennally. Austin. Provides information on programs and services provided by state government.

Texas. Education Agency. Research Office. *Annual Statistical Report*. Annual. Published in 2 parts and contains statistics on pupil personnel, school transportation, professional personnel, district finances, and taxable property.

Texas. University of Texas Bureau of Business Research. *Building Construction in Texas*. Monthly. Published as a supplement to *Texas Business Review* contains detailed statistical data on building permits issued in Texas cities.

Texas. Department of Community Affairs. *FACS (Family and Child Statistics) Information System*. Austin. Updated every six months and issued as 254 separate reports, one for each Texas county. Contains statistical data pertinent to needs of young children and their families.

Texas. Judicial Council. *Texas Judicial Council______ Annual Report: Statistical and Other Data on the State Judicial System*. 1928- . Austin. Annual. Contains a large quantity of statistics (usually broken down by county) including: statistics of court activity, directories, and types of cases handled by district, county, justice of the peace, and municipal courts.

Texas. Governor's Office. Criminal Justice Division. *Criminal Justice Plan for Texas*. Austin. Annual. Review of statistics of all aspects of crime and crime prevention in Texas and major metropolitan areas.

BIBLIOGRAPHIES AND GENERAL REFERENCE TOOLS

Texas. Health, State Department of. *Texas Vital Statistics*. Annual. Austin.

Texas. Agriculture, Department of. Crop and Livestock Reporting Service.
Cash Receipts from the Sale of Texas Farm Commodities. Austin. Annual. Report on farm income from the sale of all farm products in Texas by crop-reporting district. Breaks down the farm income into crops, livestock, government payments, etc.
Texas Cotton Statistics. Austin. Annual. Report of Texas county acreage and yield for all cotton and also for irrigated and non-irrigated cotton separately.

Texas. Agriculture, Department of. Crop and Livestock Reporting Service. (Continued)

Texas County Statistics. Austin. Annual. Agricultural statistics by county in Texas.

Texas Crop-Weather. Austin. Annual. Weekly reports on crop progress in Texas by crop and geographic area. Also gives the statewide weather and precipitation for the week.

Texas Dairy Statistics. Austin. Annual. A report of Texas dairy production given by crop-reporting district and by county. Includes statistics on value, number of cows, number of dairy farms, etc.

Texas Field Crop Statistics. Austin. Annual. Report on Texas field crops by crop-reporting district. Gives acreage, yield per harvested acre, and production by county.

Texas Fruit and Pecan Statistics. Austin. Annual. Maps, charts, and graphs on fruit and pecan production in Texas by crop-reporting district and county.

Texas Livestock Statistics. Austin. Annual. Livestock data on Texas by crop-reporting district. Includes information on the number of farms with livestock and gives a breakdown of cattle, hogs, sheep and lambs, etc. Charts and graphs are included.

Texas Poultry Statistics. Austin. Annual. Report of estimates by Texas counties for hens and pullets, eggs, broilers and turkeys.

Texas Prices Received & Prices Paid by Farmers. Austin. Annual. Report showing monthly prices received by farmers fr[illegible]55 to the present and prices paid by farmers for the current year and preceding year. Included are both commodities used in production and commodities used in family living.

Texas Small Grains Statistics. Austin. Annual. Maps and charts showing data on small grain production in Texas by crop-reporting district. Includes data on amount of the crop planted, harvested, yield per acre, average price during the season, and value of production.

Texas Vegetable Statistics. Austin. Annual. Information on Texas vegetable production by commodity and area harvested. Also gives the acreage of vegetables by county.

Texas Library Association. Reference Roundtable. Austin, 1978. Texas Reference Sources; A Selective Guide. Arranged by subject and indexed.

United States. Library of Congress. Monthly Checklist of State Publications. Washington D.C. 1910- . Monthly. Annual cumulation. A selective listing, by state, of state publications received and cataloged by the Library of Congress.

Texas. University of Texas Bureau of Business Research. Texas Sources: A Bibliography. Austin, 1976. Bibliography Series No. 17. Topically arranged.

Texas. State Library. Library Developments Division.
Texas Public Library Statistics. Annual.
Texas Special Library Statistics. Biennial.
Texas Academic Library Statistics. Biennial.

POLITICS/GOVERNMENT - CURRENT

Austin Report-Vol. 1, No. 1- Austin, Long News Service, Nov. 1948- Weekly. Excellent, reliable one-liners. Items on politics and government. Coverage of people, events, state studies, federal items of interest in Texas. Newsletter.

Texas Observer, Vol. 1- Austin, 1906- Fortnightly. 1954 marks the advent of the present format, name and tone. Liberal Democrat. Coverage of political and social issues in Texas. Unabashedly opinionated. Only indexed source of political activities and politicians, government officials. Self-index annually. Cumulative index, 1954-70, by Susan Reid.

The Texas State Publications Clearinghouse at the Texas State Library publishes a number of valuable materials to assist the state document researcher, including:

- Texas State Documents. Monthly. Monthly list of all state documents received by the Clearinghouse.
- Texas State Documents Title Index. Quarterly.
- Texas State Documents Subject Index. Bi-monthly.
- Texas State Documents Classification and Almost Compleat List of Texas State Agencies from Statehood to the Present, by Brenda Olds. 1975. This classification scheme was adopted by the Texas State Library for use in administering the state documents program.

In addition to these state document tools, several publications have been issued by the Texas State Library which provide information about the official depository network of state documents in Texas:

- Texas State Documents: The Development of a Program. By Dale Propp and Robert Walton, January 1978, Revised edition.
- Texas State Documents Depository Survey, 1977: Findings and Results. By Robert Walton and Dale Propp, March 1978.

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INFORMATION AVAILABLE BY COUNTY FROM SELECTED TEXAS STATE DOCUMENTS

Working Paper No. 1

Compiled by Katherine J. Adams

Texas State Publications Clearinghouse
Public Services Department
Texas State Library

August 1979

937

INTRODUCTION

Texas state documents published by state agencies, state-supported colleges and universities, and regional governmental bodies offer a wealth of information on the 254 counties in the state. It is true, however, that this information is scattered among many sources, some of which give little or no indication by their titles or issuing agencies that by-county information is contained in them.

The purpose of this working paper, "Information Available by County from Selected Texas State Documents," is to bring together some of these sources and to suggest the subject areas which they cover in terms of by-county information. It is not intended as a comprehensive listing of sources for county information, but rather to alert users to the range of county information available in state documents and to the variety of sources in which it appears.

Two kinds of approaches are used in this paper. The first lists specific titles to documents which contain by-county information available to all Texas counties. The second shows in which subject areas by-county information is available through the use of regional planning documents issued by Texas councils of governments and health systems agencies. All titles listed in this paper are available on loan from the Texas State Library. Many are also available through Texas depository libraries around the state or directly from the issuing agency. In the case of regional planning documents, the most comprehensive collection available is located at the Texas State Library. In general these documents are not circulated, but they may be used at the Library.

This paper is divided into two parts. Part I presents an outline of major subject areas (such as agriculture, educational attainment and facilities, and land use) for which by-county information is available on all Texas counties. Subdivisions for specific aspects of a subject category appear under the main heading, and titles listed under these divisions indicate the publications in which the information is found. An alphabetical list of all titles included in the outline appears at the end of Part I. Information provided for each publication includes full title, publication date or frequency, name and address of issuing agency, and, if necessary, additional comments on document content or availability.

Part II is a grid which shows broad subject areas in which by-county information is available in planning reports and directories issued by Texas regional councils of governments (COGs) and health systems agencies (HSAs). Texas is divided into twenty-four state planning regions and twelve health service areas. The planning reports and directories issued by the COGs and HSAs which administer each of these regions contain a wealth of information on the regions--much of it broken down by county. The individual documents do not contain information on all counties; rather they focus only on those counties within the region which is administered by the COG or HSA issuing the report.

All COGs are charged with the reponsibility of planning in some or all of the areas of economic development, manpower, social services, health, transportation, criminal justice, drug abuse, alcoholism and alcohol abuse, land use and environmental quality, and each HSA has responsibility for comprehensive health planning within its region. The reports issued by each of the COGs on a topic (such as transportation) and each of the HSA health planning documents are, in general, uniform in the kinds of by-county information they contain. For example, transportation reports issued by the COGs for the most part will contain the same kinds of information in each report.

Because of this uniformity in reports on a topic, the grid in Part II indicates only the subject of a report (for example, transportation plan) rather than titles of specific documents. The county information generally available in reports on a subject is shown by an asterisk (*), indicating the presence of by-county information in the area which is the focus of the report (crime and criminal justice information in a criminal justice plan), and by a check (x), indicating other subject areas in which county information is likely to be found within that type of report (information on demographic and economic characteristics is also in a criminal justice report).

Persons wishing to use regional publications to acquire information on a specific county or group of counties should consult the by-county listing of state planning regions and health service areas to determine in which planning region or health service area a county is located and thus which COG or HSA issues publications for that county. This list appears directly following the grid.

A comprehensive list of COG publications is available in Regional Councils in Texas: A Status Report and Directory, 1976-1977 (see Bibliography, Part I), but no comprehensive lists exist for HSA documents. A collection of both COG and HSA regional publications is available for use at the Texas State Library.

PART I

Subject Outline of By-County Information

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SUBJECT OUTLINE

A. AGRICULTURE

1. Agricultural Finance
    - Cash Receipts from Farm Marketings
        - *Texas Agricultural Cash Receipts Statistics*
        - *Texas County Statistics*
    - Expenses
        - *General Community Profiles*
    - Government Payments to Agriculture
        - *Atlas of Texas*
        - *Texas Agricultural Cash Receipts Statistics*
        - *Texas County Statistics*
    - Income
        - *General Community Profiles*
    - Value of Crops and Livestock
        - *Atlas of Texas*
        - *General Community Profiles*
    - Value of Farm Equipment and Buildings
        - *General Community Profiles*
2. Farms, Farm Equipment and Off-Farm Facilities Inventory
    - Farm Equipment
        - *Atlas of Texas*
    - Farms and Land in Farms
        - *General Community Profiles*
    - Feedlots and Feedlot Capacity
        - *Texas Livestock Statistics*
    - Grain Warehouses and Off-Farm Storage Capacity
        - *Texas Field Crop Statistics*
        - *Texas Grain Warehouses*
    - Public Weighers
        - *Texas Public Weighers*
3. Production
    - Crop Production
        - *Atlas of Texas*
        - *Texas Cotton Statistics*
        - *Texas County Statistics*
        - *Texas Field Crop Statistics*
        - *Texas Fruit and Pecan Statistics*
        - *Texas Small Grain Statistics*
        - *Texas Vegetable Statistics*
    - Dairy Products Production
        - *Texas Dairy Statistics*
    - Livestock Production
        - *Texas County Statistics*
        - *Texas Livestock Statistics*
        - *Texas Poultry Statistics*

A. AGRICULTURE (cont.)

3. Production (cont.)
   Nursery Products Production
      General Community Profiles

   Timber and Timber Products Production
      Atlas of Texas
      General Community Profiles
      Harvest Trends

   Wool and Mohair Production
      Texas County Statistics
      Texas Livestock Statistics

4. Stock and Crop Inventory
   Crop Acres Planted and Harvested and Yield
      Atlas of Texas
      Texas Cotton Statistics
      Texas County Statistics
      Texas Field Crop Statistics
      Texas Small Grain Statistics
      Texas Vegetable Statistics

   Irrigated Lands and Crops
      General Community Profiles
      Texas County Statistics

   Livestock Inventory
      Atlas of Texas
      Texas County Statistics
      Texas Dairy Statistics
      Texas Poultry Statistics

B. COUNTY GOVERNMENT

1. County Records
   Inventory of County Records
   Texas County Records Manual

2. County Taxes
   General Community Profiles
   Sales Tax Analysis by County Code

3. Governmental Personnel
   Handbook of Governments in Texas
   Texas Judicial Council Annual Report

4. Listings and Maps of Governmental and Administrative Entities in Which or of Which Counties Are a Part
   Administrative Judicial Districts
      Texas Judicial Council Annual Report (listing and map)

   Cities and Towns
      Listing of Texas Cities, Towns, Communities and Railroad Stations (listing)

B. COUNTY GOVERNMENT (cont.)

4. Listings and Maps of Governmental and Administrative Entities in Which or of Which Counties Are a Part (cont.)

County Seats
  Atlas of Texas (listing)
  Handbook of Governments in Texas (listing)
  Listing of Texas Cites, Towns, Communities and Railraod Stations (listing)
  Texas Judicial Council Annual Report

Crop Reporting Districts
  Texas Cotton Statistics (map)
  Texas Field Crop Statistics (map)
  Texas Livestock Statistics (map)

Economic Development Districts
  Regional Councils in Texas (map)

Health Service Areas
  Handbook of Governments in Texas (map)
  Migration for Birth (map)
  Patient Origin Study for Texas (map)
  Regional Councils in Texas (map)
  Texas State Documents Index 1977 Vol. I (listing and map)

Highway Department Districts
  Elderly and Handicapped Transportation in Texas (listing)
  Listing of Texas Cities, Towns, Communities and Railroad Stations (listing)

Manpower Planning Consortium (Prime Sponsors Under CETA)
  Regional Councils in Texas (map)
  Texas Annual Planning Report (listing and map)

Medical Trade Areas
  Migration for Birth (listing and map)
  Patient Origin Study (listing)

Oil and Gas Districts, Railroad Commission
  Railroad Commission of Texas Annual Report (listing and map)

Public Health Regions
  Selected Demographic and Health Characteristics (map)

Regional Education Service Centers
  Handbook of Governments in Texas (map)

Regional Library Systems and Texas Library Association Districts
  Texas Public Library Statistics (map)

Resources Conservation and Development Project Districts
  Regional Councils in Texas (map)

School Districts
  School District Atlas (map)
  Texas School Directory (listing)

B. COUNTY GOVERNMENT (cont.)

4. Listings and Maps of Governmental and Administrative Entities in Which or of Which Counties Are a Part (cont.)

State Planning Regions
- Guide to Children's Services (listing and map)
- Handbook of Governments in Texas (listing and map)
- Regional Councils in Texas (listing and map)
- Selected Demographic and Health Characteristics (map)
- Summary of Selected Demographic Characteristics (map

Supreme Judicial Districts
- Texas Judicial Council Annual Report

U.S. Congressional Districts
- Handbook of Governments in Texas (map)

Vocational Industrial Education Districts
- Vocational Industrial Education Directory (map)

Zip Codes
- Handbook of Governments in Texas (listing)
- Texas Judicial Council Annual Report (listing)

C. CRIME AND CRIMINAL JUSTICE

1. Court Activity and Filings

County Court
- Texas Judicial Council Annual Report
- Texas Juvenile Probation Annual Report

District Court
- Texas Judicial Council Annual Report
- Texas Juvenile Probation Report

Justice of the Peace Court
- Texas Judicial Council Annual Report

Juvenile Court
- Texas Judicial Council Annual Report
- Texas Juvenile Probation Report

2. Criminal Justice and Law Enforcement Offices and Districts

Adult Probation Departments and Offices
- Telephone Directory of Adult Probation Officers in Texas

Judicial Administration Districts
- Texas Judicial Council Annual Report

Juvenile Probation Departments and Offices
- Texas Juvenile Probation Report

3. Criminal Justice and Law Enforcement Personnel

Adult Probation Officers
- Telephone Directory of Adult Probation Officers in Texas

Juvenile Probation Officers
- Texas Juvenile Probation Report

Trial Court Judges and Clerks
- Texas Judicial Council Annual Report

C. CRIME AND CRIMINAL JUSTICE (cont.)

4. Juvenile Justice System
    - Court Activities
        - *Texas Judicial Council Annual Report*
        - *Texas Juvenile Probation Report*
    - Rehabilitative Activities
        - *Texas Youth Council Annual Report*

D. DEMOGRAPHIC CHARACTERISTICS

1. Population and Population Projections
    - Pre-1950 Figures
        - *Labor Market Report on [ ] County*
    - 1950 Figures
        - *Elderly and Handicapped Transportation in Texas*
    - 1960 Figures
        - *General Community Profiles*
    - 1970 Figures
        - *Atlas of Texas*
        - *Elderly and Handicapped Transportation in Texas*
        - *General Community Profiles*
        - *Population Projections for Texas Counties*
        - *Poverty in Texas*
        - *Selected Demographic and Health Characteristics*
        - *Summary of Selected Demographic Characteristics*
        - *Texas Population Trends and Implications for Transportation*
    - 1972 Figures
        - *General Community Profiles*
    - 1973 Figures
        - *Elderly and Handicapped Transportation in Texas*
        - *General Community Profiles*
    - 1974 Figures
        - *General Community Profiles*
    - 1975 Figures
        - *Elderly and Handicapped Transportation in Texas*
        - *FACS*
        - *General Community Profiles*
        - *Population Projections for Texas Counties*
        - *Texas Annual Planning Report*
        - *Texas Population Trends and Implications for Transportation*
    - 1976 Figures
        - *Handbook of Governments in Texas*
        - *Labor Market Report on [ ] County*
    - 1978 Figures
        - *Labor Market Report on [ ] County*
    - 1979 Figures
        - *Population Projections 1979-1983*

D. DEMOGRAPHIC CHARACTERISTICS (cont.)

1. Population and Population Projections (cont.)
   - 1980 Figures
     - Elderly and Handicapped Transportation in Texas
     - FACS
     - Population Projections 1979-1983
     - Population Projections for Texas Counties
     - Texas Population Trends and Implications for Transportation
   - 1981 Figures
     - Population Projections 1979-1983
   - 1982 Figures
     - Population Projections for 1979-1983
   - 1983 Figures
     - Population Projections for 1979-1983
   - 1985 Figures
     - Population Projections for Texas Counties
   - 1990 Figures
     - Population Projections for Texas Counties
     - Texas Population Trends and Implications for Transportation

2. Population Changes and Trends
   - 1950 to 1960 Population Change
     - Atlas of Texas
     - General Community Profiles
   - 1960 to 1970 Population Change
     - Atlas of Texas
   - 1970 to 1973 Population Change
     - General Community Profiles
   - 1970 to 1975 Population Change
     - General Community Profiles
     - Texas Annual Planning Report
     - Texas Population Trends and Implications for Transportation
   - 1970 to 1980 Population Change
     - FACS

3. Population Composition
   - Composition by Age
     - Atlas of Texas
     - Elderly and Handicapped Transportation in Texas
     - General Community Profiles
     - Governor's Committee on Aging Biennial Report
     - Labor Market Report on [   ] County
     - Population Projections 1979-1983
     - Selected Demographic and Health Characteristics

D. DEMOGRAPHIC CHARACTERISTICS (cont.)

3. Population Composition (cont.)

- Composition by Race
  - *Atlas of Texas*
  - *FACS*
  - *General Community Profiles*
  - *Labor Market Report on [   ] County*
  - *Poverty in Texas*
  - *Selected Demographic and Health Characteristics*
  - *Summary of Selected Demographic Characteristics*
- Composition by Sex
  - *FACS*
  - *General Community Profiles*
  - *Labor Market Report on [   ] County*
  - *Selected Demographic and Health Characteristics*
- Elderly Population
  - *Elderly and Handicapped Transportation in Texas*
  - *General Community Profiles*
  - *Governor's Committee on Aging Biennial Report*
  - *Poverty in Texas*
- Handicapped and Disabled Population
  - *Elderly and Handicapped Transportation in Texas*
- Households and Families
  - *FACS*
  - *General Community Profiles*
  - *Selected Demographic and Health Characteristics*
- Military Population
  - *Population Projections for Texas Counties*

4. Population Distribution

- Counties Ranked by Population Size
  - *Handbook of Governments in Texas*
  - *Texas Judicial Council Annual Report*
- Density of Population
  - *Atlas of Texas*
  - *FACS*
- Urban-Rural Distribution
  - *Atlas of Texas*
  - *FACS*
  - *General Community Profiles*
  - *Poverty in Texas*
  - *Selected Demographic and Health Characteristics*

E. ECONOMIC CHARACTERISTICS AND INDICATORS

1. Employment and Unemployment

- Employment by Occupation
  - *Atlas of Texas*
  - *Covered Employment and Wages*
  - *General Community Profiles*
  - *Labor Market Report on [   ] County*
  - *Summary of Selected Demographic Characteristics*

E. ECONOMIC CHARACTERISTICS (cont.)

1. Employment and Unemployment (cont.)
    - Government Employment
        - *Atlas of Texas*
        - *Covered Employment and Wages*
    - Military Employment
        - *Atlas of Texas*
    - Numbers Employed
        - *Covered Employment and Wages*
        - *General Community Profiles*
        - *Labor Force Estimates for Texas Counties*
        - *Labor Market Report on [ ] County*
    - Unemployment Rates
        - *FACS*
        - *Labor Force Estimates for Texas Counties*
        - *Labor Market Report on [ ] County*
        - *Poverty in Texas*
2. Financial Institutions
    - Bank Deposits
        - *General Community Profiles*
    - Savings and Loan Deposits
        - *General Community Profiles*
3. Housing
    - Conditions
        - Number of Overcrowded Units
            - *FACS*
            - *Poverty in Texas*
            - *Selected Demographic and Health Characteristics*
        - Number of Substandard Units
            - *FACS*
            - *Poverty in Texas*
    - Owner-Occupied Units
        - Number
            - *Selected Demographic and Health Characteristics*
        - Value
            - *Summary of Selected Demographic Characteristics*
    - Renter-Occupied Units
        - Number
            - *Selected Demographic and Health Characteristics*
        - Value
            - *Summary of Selected Demographic Characteristics*
4. Income and Earnings
    - Average Weekly Wage
        - *Covered Employment and Wages*
    - County Buying Power
        - *General Community Profiles*

E. ECONOMIC CHARACTERISTICS (cont.)

4. Income and Earnings (cont.)

- Family Income
  - *Atlas of Texas*
  - *FACS*
  - *General Community Profiles*
  - *Poverty in Texas*
  - *Summary of Selected Demographic Characteristics*
  - *Texas Annual Planning Report*
- Income Below the Poverty Level
  - *Elderly and Handicapped Transportation in Texas*
  - *General Community Profiles*
  - *Poverty in Texas*
  - *Summary of Selected Demographic Characteristics*
- Per Capita Income
  - *FACS*
  - *General Community Profiles*
  - *Poverty in Texas*
  - *Summary of Selected Demographic Characteristics*
- Wages and Wage Rates
  - *Covered Employment and Wages*
  - *General Community Profiles*
  - *Labor Market Report on [ ] County*
- Wholesale and Retail Trade Payrolls
  - *General Community Profiles*

5. Production and Value of Production

- Agricultural Production
  - *Atlas of Texas*
  - *General Community Profiles*
  - *Harvest Trends*
  - *Texas Cotton Statistics*
  - *Texas County Statistics*
  - *Texas Dairy Statistics*
  - *Texas Field Crop Statistics*
  - *Texas Fruit and Pecan Statistics*
  - *Texas Livestock Statistics*
  - *Texas Poultry Statistics*
  - *Texas Small Grain Statistics*
  - *Texas Vegetable Statistics*
- Manufactured Products by SIC Code
  - *Atlas of Texas*
- Natural Resources Production
  - Minerals
    - *Atlas of Texas*
    - *Mineral Industry of Texas*
  - Natural Gas
    - *Atlas of Texas*
    - *Mineral Industry of Texas*
    - *Railroad Commission Annual Report*

E. ECONOMIC CHARACTERISTICS (cont.)

5. Production and Value of Production (cont.)
   - Petroleum
     - *Atlas of Texas*
     - *Mineral Industry of Texas*
     - *Railroad Commission Annual Report*

6. Trade and Sales
   - Gross Sales
     - *General Community Profiles*
   - Retail Sales
     - *General Community Profiles*
   - Wholesale Trade
     - *General Community Profiles*

F. EDUCATION

1. Accreditation
   - Public and Private Elementary and Secondary Schools
     - *Texas School Directory*

2. Educational Attainment
   - Number of High School Graduates
     - *FACS*
   - School Years Completed
     - *Atlas of Texas*
     - *FACS*
     - *General Community Profiles*
     - *Summary of Selected Demographic Characteristics*

3. Educational Personnel
   - Counselors and Supervisors
     - *Texas School Directory*
   - Local School Boards
     - *Texas School Directory*
   - Superintendents and Principals
     - *Texas School Directory*
     - *Vocational Industrial Education Directory*

4. Enrollment and Students Served
   - College Enrollments
     - *Summary of Selected Demographic Characteristics*
   - Persons Served by Special Education Programs
     - *Elderly and Handicapped Transportation in Texas*
     - *Guide to Children's Services*
   - Persons Served by Migrant Education Programs
     - *Guide to Children's Services*
   - Preschool Enrollment
     - *Guide to Children's Services*
     - *Summary of Selected Demographic Characteristics*
   - Public and Elementary School Enrollment
     - *Annual Statistical Report Part I*
     - *Summary of Selected Demographic Charactertistics*

F. EDUCATION (cont.)

5. Facilities
    - Elementary and Secondary Schools
        - Texas School Directory
        - Vocational Industrial Education Directory
    - Junior Colleges
        - Atlas of Texas
    - Medical and Dental Schools
        - Atlas of Texas
    - Senior Colleges and Universities
        - Atlas of Texas
    - Vocational Education Programs
        - Vocational Industrial Education Directory
6. School Districts
    - Addresses
        - Texas School Directory
        - Vocational Industrial Education Directory
    - Assessed Value and Tax Rates
        - Texas School Directory
    - Maps
        - State of Texas School District Atlas

G. HEALTH STATUS AND RESOURCES

1. Diseases and Disorders
    - Incidence and Rate
        - FACS
        - Selected Demographic and Health Characteristics
    - Mortality and Mortality Rate
        - Cancer Statistics by County
        - Selected Demographic and Health Characteristics
2. Health Care Facilities
    - Hospitals
        - FACS
        - General Community Profiles
    - Nursing Homes
        - Directory of Nursing and Custodial Care Homes in Texas
    - Persons Served by Facility Type
        - Data Book A
        - Guide to Children's Services
3. Health Care Personnel
    - Number of Physicians by Type
        - FACS
    - Number of Physicians Per Population
        - FACS
        - Selected Demographic and Health Characteristics

G. HEALTH STATUS AND RESOURCES (cont.)

4. Health Care Programs and Persons Served
    - Alcohol Abuse Services
        - Selected Demographic and Health Characteristics
        - Texas State Plan for Comprehensive Mental Health Services
    - Child Abuse and Neglect Services
        - FACS
        - Texas Department of Human Resources Annual Report
    - Drug Abuse Services
        - Selected Demographic and Health Characteristics
    - Family Planning Services
        - FACS
    - Immunization Programs and Services
        - FACS
        - Guide to Children's Services
        - Selected Demographic and Health Characteristics
    - Maternal and Pediatric Care Services
        - FACS
        - Guide to Children's Services
    - Mentally and Physically Handicapped Services
        - Elderly and Handicapped Transportation in Texas
        - FACS
        - Guide to Children's Services
        - Selected Demographic and Health Characteristics
        - Texas Rehabilitation 1977 Report to the Governor
5. Medical Financial Benefits
    - Payments
        - Texas Department of Human Resources Annual Report
    - Recipients
        - Texas Department of Human Resources Annual Report
6. Patient Population
    - Admissions and Discharges
        - Data Book A
        - Selected Demographic and Health Characteristics
    - Resident Population
        - Data Book A
        - Patient-Origin Study for Texas

H. HISTORIC SITES AND CULTURAL AND RECREATIONAL FACILITIES

1. Cultural Facilities
    - Libraries
        - Texas Public Library Statistics
    - Museums
        - Texas Museum Directory
    - Newspapers
        - Atlas of Texas
        - General Community Profiles

H. HISTORIC SITES AND CULTURAL AND RECREATIONAL FACILITIES (cont.)

1. Cultural Facilities (cont.)
    - Radio and Television Stations
        - Atlas of Texas

2. Historic Sites
    - National Register of Historic Places in Texas
    - Texas Historical Commission Biennial Report

3. Recreational Facilities
    - Country Clubs
        - General Community Profiles
    - County Parks
        - General Community Profiles
    - National Parks
        - Atlas of Texas
    - State Parks
        - Atlas of Texas
        - General Community Profiles
    - Swimming Pools
        - General Community Profiles
    - Tennis Courts
        - General Community Profiles

I. HUMAN AND SOCIAL SERVICES AND PUBLIC ASSISTANCE PROGRAMS

1. Abused or Neglected Children's Services
    - Numbers Served
        - FACS
        - Texas Department of Human Resources Annual Report

2. Adoptions
    - Numbers Granted
        - Texas Department of Human Resources Annual Report

3. Child Care Facilities
    - Number of Facilities
        - FACS
        - Guide to Children's Services
        - Texas Department of Human Resources Annual Report
    - Numbers Served
        - FACS
        - Texas Department of Human Resources Annual Report

4. Family Planning Services
    - Numbers Served
        - FACS

5. Nutrition Projects
    - Numbers Served
        - Governor's Committee on Aging Biennial Report

I. HUMAN AND SOCIAL SERVICES AND PUBLIC ASSISTANCE PROGRAMS (cont.)

- 6. Public Assistance Programs and Payments
  - AFDC (Aid to Families with Dependent Children)
    - Payments
      - *Texas Department of Human Resources Annual Report*
    - Recipients
      - *FACS*
      - *Guide to Children's Services*
      - *Poverty in Texas*
      - *Selected Demographic and Health Characteristics*
      - *Texas Department of Human Resources Annual Report*
  - Food Stamps
    - Payments
      - *Texas Department of Human Resources Annual Report*
    - Recipients
      - *FACS*
      - *Poverty in Texas*
      - *Texas Department of Human Resources Annual Report*
  - Medical Assistance
    - Payments
      - *Texas Department of Human Resources Annual Report*
    - Recipients
      - *Texas Department of Human Resources Annual Report*
  - Old Age Assistance
    - Recipients
      - *FACS*
      - *Poverty in Texas*
      - *Selected Demographic and Health Characteristics*
  - Rehabilitative Assistance
    - Recipients
      - *FACS*
      - *Selected Demographic and Health Characteristics*
      - *Texas Rehabilitation Commission 1977 Report to the Governor*
- 7. Rehabilitative Services
  - Numbers Served
    - *Guide to Children's Services*
- 8. Youth Training Schools
  - Numbers Admitted
    - *Texas Youth Council Annual Report*

J. NATURAL RESOURCES AND ENVIRONMENT

- 1. Climatology
  - *Atlas of Texas*
  - *Soil Survey for [ ] County*

J. NATURAL RESOURCES AND ENVIRONMENT (cont.)

2. Land Area
   - Atlas of Texas
   - Soil Survey for [ ] County
3. Soils
   - Atlas of Texas
   - Soil Survey for [ ] County
4. Vegetation
   - Atlas of Texas
5. Water Resources
   - Atlas of Texas

K. TRANSPORTATION AND TRAVEL

1. Air Travel and Airways
   - Air Travel Routes
     - Atlas of Texas
   - Numbers Served
     - Atlas of Texas
   - Public Airport Locations
     - Atlas of Texas
2. Highways
   - Construction and Maintenance Expenditures
     - State Department of Highways and Public Transportation Biennial Report
   - Interstate Routes
     - Atlas of Texas
3. Mass Transportation
   - Bus Routes
     - Atlas of Texas
   - Numbers Using Public Transportation for Transport to Work
     - Summary of Selected Demographic Characteristics
   - School Transportation
     - Annual Statistical Report Part I
4. Motor Vehicles
   - Accidents
     - Motor Vehicle Traffic Accidents
   - Licensing and Registration
     - General Community Profiles
     - State Department of Highways and Public Transportation Biennial Report
   - Numbers Using Private Motor Vehicles for Transportation to Work
     - Summary of Selected Demographic Characteristics
5. Railroads
   - Railroad Routes
     - Atlas of Texas
   - Station Locations
     - Listing of Texas Cities, Towns, Communities and Railroad Stations

L. VITAL STATISTICS

1. Births
   - Number of Births by Age of Mother
     - FACS
   - Number of Births by County of Residence of Mother
     - Migration for Birth
   - Number of Births by Race and Sex of Child
     - Texas Vital Statistics
   - Number of Births by Type of Birth (premature, illegitimate, midwife delivery)
     - FACS
     - Selected Demographic and Health Characteristics
   - Total Number of Live Births
     - Selected Demographic and Health Characteristics
     - Texas Vital Statistics
2. Deaths
   - Number of Deaths from Selected Causes
     - Accidental Deaths
       - Motor Vehicle Traffic Accidents
       - Texas Vital Statistics
     - Death from Disease
       - Cancer Statistics by County
       - Selected Demographic and Health Characteristics
       - Texas Vital Statistics
     - Homicide
       - Texas Vital Statistics
     - Suicide
       - Texas Vital Statistics
   - Number of Infant, Neonatal, Maternal and Fetal Deaths
     - FACS
     - Selected Demographic and Health Characteristics
     - Texas Vital Statistics
   - Total Number of Deaths by Race and Sex of Deceased
     - Texas Vital Statistics
3. Marital Status
   - Divorces
     - FACS
     - Selected Demographic and Health Characteristics
     - Texas Vital Statistics
   - Marriages
     - FACS
     - Selected Demographic and Health Characteristics
     - Texas Vital Statistics
   - Separated
     - Selected Demographic and Health Characteristics
   - Single (never married)
     - Selected Demographic and Health Characteristics
   - Widowed
     - Selected Demographic and Health Characteristics

BIBLIOGRAPHY

ANNUAL STATISTICAL REPORT PT. I (annual)
Texas Education Agency
Research Office, Information Analysis
201 East 11th Street
Austin TX 78701

ATLAS OF TEXAS (rev. ed. 1973)
University of Texas at Austin
Bureau of Business Research
Austin TX 78712

Maps of Texas with county outlines delineated; covers data in the following broad areas: physical setting; population; transportation, education and recreation; agriculture; and mining and manufacturing.

CANCER MORTALITY STATISTICS BY COUNTY (annual)
Texas Department of Health
Chronic Disease Division, Cancer and Heart Program
1100 West 49th Street
Austin TX 78756

Cancer mortality statistics are broken down by site of cancer.

COVERED EMPLOYMENT AND WAGES BY INDUSTRY AND COUNTY (quarterly)
Texas Employment Commission
101 East 15th Street
Austin TX 78701

DATA BOOK VOLUME A: TEXAS STATE MENTAL HOSPITALS/TEXAS STATE SCHOOLS FOR THE MENTALLY RETARDED (1976)
Texas Department of Mental Health and Mental Retardation
Program Analysis and Statistical Research
909 West 45th Street
Austin TX 78756

Data covers individuals served by community MHMR centers, hospital outreach programs, hospital outpatient centers, school outreach programs, and human development and non-TDMHMR contract facilities.

DATA BOOK VOLUME B: COMMUNITY MHMR CENTERS, HOSPITAL OUTREACH AND OUTPATIENT CLINICS, STATE HUMAN DEVELOPMENT CENTERS, CONTRACT FACILITIES (1976)
Texas Department of Mental Health and Mental Retardation
Program Analysis and Statistical Research
909 West 45th Street
Austin TX 78756

DIRECTORY OF NURSING AND CUSTODIAL CARE HOMES IN TEXAS (annual)
Texas Department of Health
Quality Standards Division
1100 West 49th Street
Austin TX 78756

Includes name, address, owner, administrator and bed capacity of nursing and custodial care homes.

ELDERLY AND HANDICAPPED TRANSPORTATION IN TEXAS: DEFINING THE PROBLEM (1976)
State Department of Highways and Public Transportation
Transportation Planning Division
PO Box 5051
Austin 78763

FACS (FAMILY AND CHILD STATISTICS) INFORMATION SYSTEM
Texas Department of Community Affairs
Early Childhood Development Division
210 Barton Springs Road
Austin TX 78704

Separate issue for each county; statistics on over 200 variables concerning family and child conditions and services drawn from over 50 published and unpublished sources.

GENERAL COMMUNITY PROFILE ON [name of city]
Texas Industrial Commission
Information Services
PO Box 12728/Capitol Station
Austin TX 78711

Each PROFILE focuses on one of 500 cities in Texas; included is information on the county in which the profiled city is located. $15.00 per copy.

GOVERNOR'S COMMITTEE ON AGING BIENNIAL REPORT (biennial)
Governor's Office
Governor's Committee on Aging
PO Box 12728/Capitol Station
Austin TX 78711

Statistical data is arranged with counties grouped by state planning region.

GUIDE TO CHILDREN'S SERVICES: 1975-76 (1975)
Texas Department of Community Affairs
Early Childhood Development Division
210 Barton Springs Road
Austin TX 78704

Contains 1970 population figures for children under 6 years of age.

HANDBOOK OF GOVERNMENTS IN TEXAS (1973)
Texas Advisory Commission on Intergovernmental Relations
PO Box 13206/Capitol Station
Austin TX 78711

Available at a cost of $25.00 for initial handbook, $10.00 for annual updates.

HARVEST TRENDS (annual)
Texas Forest Service
Forest Management Department
Texas A&M University
College Station TX 77843

Focus is on wood-use information for counties in northeastern Texas.

INVENTORY OF COUNTY RECORDS FOR [ ] COUNTY

North Texas State University
County Records Inventory Project
Denton TX

County-by-county survey of all records germane to the operation of county government located in county courthouses and other storage facilities. To date 43 counties have been inventoried. Separate volume for each county inventory. Inventories are available at a cost of $1.00 per volume for government personnel and institutions and $1.05 per volume for private individuals. Requests for copies should be sent to: Archives Division, Texas State Library, PO Box 12927/Capitol Station, Austin TX 78711.

LABOR FORCE ESTIMATES FOR TEXAS COUNTIES (monthly)

Texas Employment Commission
101 East 15th Street
Austin TX 78701

LABOR MARKET REPORT ON [ ] COUNTY (annual)

Texas Employment Commission
101 East 15th Street
Austin TX 78701

Individual county descriptions of labor market, labor force, labor supply and demographic characteristics.

LISTING OF TEXAS CITIES, TOWNS, COMMUNITIES AND RAILROAD STATIONS BY COUNTIES (1978)

State Department of Highways and Public Transportation
Transportation Planning Division
PO Box 5051
Austin TX 78763

MIGRATION FOR BIRTH 1977 [A BIRTH-ORIGIN SURVEY OF TEXAS NEWBORNS DURING 1977]

Texas Department of Health
Medical Facilities Planning Division
1100 West 49th Street
Austin TX 78756

Includes 1976 female population ages 15 to 44; area of residence of mothers with live births, for both in-migration and out-migration, and a service ratio reflecting the percent of area mothers who remained within their area of residence for delivery.

THE MINERALS INDUSTRY OF TEXAS IN 1974

University of Texas at Austin
Bureau of Economic Geology
Austin TX 78712

MINERAL RESOURCE CIRCULAR No. 59 reprinted from MINERALS YEARBOOK 1974, Bureau of Mines, U.S. Department of Interior, November 1977.

THE NATIONAL REGISTER OF HISTORIC PLACES IN TEXAS: 1968-1975
Texas Historical Commission
PO Box 12276/Capitol Station
Austin TX 78711

Lists Texas historic properties in National Register; includes city location and address of each property and a brief description of historical significance.

PATIENT-ORIGIN STUDY FOR TEXAS [A PATIENT-ORIGIN SURVEY ON OCTOBER 12, 1977, OF INPATIENTS IN SHORT-TERM GENERAL HOSPITALS]
Texas Department of Health
Medical Facilities Planning Division
1100 West 49th Street
Austin TX 78756

Includes numbers of resident patients utilizing local hospitals and numbers migrating in to and out of county to hospitals, by county of hospitalization.

POPULATION PROJECTIONS FOR TEXAS COUNTIES: 1980 AND 1990, WITH INTERPOLATIONS FOR 1975 AND 1985 (1975)
Governor's Office
Division of Planning Coordination
Capitol Building
Austin TX 78701

Includes by-county projections assuming zero net migration for 1970, 1975, 1980, 1985 and 1990; military population (active duty and estimated number of dependents) for selected counties for 1970.

POPULATION PROJECTIONS 1979-1983, BY COUNTY, TDHR REGION & STATE GENERAL POPULATION AND PERCENTAGES OF STATE MEDIAN INCOME, TOTAL AND BY AGE GROUPINGS (1978)
Texas Department of Human Resources
Planning Data Division
John H. Reagan Building
1400 Congress Ave.
Austin TX 78701

County projections of total population and of total persons at or below 50, 60, 70 and 80 per cent of the state median income, by age grouping for 1979 to 1983. County projections of women at or below 53 per cent of the state median income, by age grouping for 1979 to 1983.

POVERTY IN TEXAS (1974)
Texas Department of Community Affairs
Office of Economic Opportunity
210 Barton Springs Road
Austin TX 78704

RAILROAD COMMISSION OF TEXAS ANNUAL REPORT (annual)
Railroad Commission of Texas
Oil and Gas Division
1124 South IH35
Austin TX 78704

REGIONAL COUNCILS IN TEXAS: A STATUS REPORT AND DIRECTORY 1976-1977

Governor's Office
Governor's Budget and Planning Office
411 West 13th Street
Austin TX 78701

Comprehensive directory to and description of the 24 state planning regions in Texas, their responsibilities, programs, services, personnel, publications and funding, as well as the counties which make up each region.

SALES TAX ANALYSIS BY COUNTY CODE (quarterly)

Comptroller of Public Accounts
LBJ State Office Building
111 7th Street East
Austin TX 78701

Figures on gross sales, gross taxable sales, deductions, use tax purchases and amounts subject to tax.

SELECTED DEMOGRAPHIC AND HEALTH CHARACTERISTICS (1971)

Governor's Office
Office of Information Services [now Governor's Budget and Planning Office]
411 West 13th Street
Austin TX 78701

SOIL SURVEY OF [ ] COUNTY

Texas A&M University
Texas Agricultural Experiment Station
College Station TX 77840

Prepared in cooperation with the Soil Conservation Service, U.S. Department of Agriculture.

STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION BIENNIAL REPORT (biennial)

State Department of Highways and Public Transportation
Finance Division
Highway Building
11th and Brazos
Austin TX 78701

STATE OF TEXAS SCHOOL DISTRICT ATLAS (1975)

Texas Education Agency
Research Office, Mangement and Information Center
201 East 11th Street
Austin TX 78701

School district outlines drawn on general highway county maps. $3.00 per copy.

SUMMARY OF SELECTED DEMOGRAPHIC CHARACTERISITCS FROM CENSUS DATA-FOURTH COUNT (1972)

Governor's Office
Office of Information Services [now, Governor's Budget and Planning Office]
411 West 13th Street
Austin TX 78701

TELEPHONE DIRECTORY OF ADULT PROBATION OFFICERS IN TEXAS (1978)
Texas Adult Probation Commission
Division of Information Services
PO Box 1247/Capitol Station
Austin TX 78711

Includes name and address of adult probation offices, departments and officers.

TEXAS AGRICULTURAL CASH RECEIPTS STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Includes statistics on timber income for east Texas counties; counties are arranged by crop reporting districts. Statistics given are for reporting year and revisions for previous year.

TEXAS ANNUAL PLANNING REPORT (annual)
Texas Employment Commission
101 East 15th Street
Austin TX 78701

TEXAS COTTON STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Counties are arranged by crop reporting districts; includes separate statistics for irrigated and non-irrigated upland cotton.

TEXAS COUNTY RECORDS MANUAL (1978)
Texas State Library
Local Records Department, Archives Division
PO Box 12927/Capitol Station
Austin TX 78711

Legal guide to records retention requirements for Texas county officials. Available to governmental personnel and institutions for $14.00 and to private individuals for $14.70.

TEXAS COUNTY STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Summarizes other agricultural statistical publications issued by Dept. of Agriculture. All statistics for each county appear on a single page.

TEXAS DAIRY STATISTICS
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Counties are arranged by crop reporting district.

TEXAS FIELD CROP STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Includes statistics on all crops except cotton and small grains. Counties are arranged by crop reporting districts.

TEXAS FRUIT AND PECAN STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Statistics are given only for counties in which fruits are grown. Counties are arranged by crop reporting districts.

TEXAS GRAIN WAREHOUSES 1976-77
Texas Department of Agriculture
PO. Box 12847/Capitol Station
Austin TX 78711

Directory of state licensed warehouses, warehouse agent and manager, and capacity of warehouse.

TEXAS HISTORICAL COMMISSION BIENNIAL REPORT (biennial)
Texas Historical Commission
PO Box 12276/Capitol Station
Austin TX 78711

Lists National Register Grant Assisted Projects and funding for biennium, Texas properties added to the National Register during the biennium, and official Texas historical markers approved during the biennium.

TEXAS JUDICIAL COUNCIL AND OFFICE OF COURT ADMINISTRATION ANNUAL REPORT
Texas Judicial Council
1414 Colorado Street, Suite 600
Austin TX 78701

Includes statistics of District Court activity (criminal, civil and juvenile cases pending, filed and disposed; reported civil and criminal case filings by crime; number of juvenile cases pending, filed, and disposed); County Court activity (criminal, civil and juvenile cases pending, filed and disposed; reported civil and criminal case filings by crime; number of probate cases and juvenile cases pending, filed and disposed); Justice of the Peace Courts activity (number of traffic, civil, and small claims cases filed and disposed by precinct and place); and Criminal Justice personnel (trial court judges and clerks and district judges by judicial district).

TEXAS JUVENILE PROBATION REPORT (1978)
Texas Judicial Council
1414 Colorado Street, Suite 600
Austin TX 78701

Statistics include information on juvenile referrals (number, prior and non-prior status, souce, family status, residence, race, age, sex and length of detention) and juvenile court activity (cases pending, filed and disposed).

TEXAS LIVESTOCK STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Includes statistics on cattle, hogs, sheep and goats and wool and mohair production. Counties are arranged by crop reporting districts.

TEXAS MORBIDITY THIS WEEK (weekly)
Texas Department of Health
Bureau of Communicable Disease Services
1100 West 49th Street
Austin TX 78756

Includes communicable diseases only. Counties are arranged by public health regions.

TEXAS MUSEUM DIRECTORY (rev. ed. 1978)
Texas Historical Commission
PO Box 12276
Austin TX 78711

List of museums by county refers user to musuem's city location and fuller description by city.

TEXAS POPULATION TRENDS AND IMPLICATIONS FOR TRANSPORTATION (1977)
State Department of Highways and Public Transportation
Transportation Planning Division
PO Box 5051
Austin TX 78763

Projections are drawn from Texas Water Development Board and Governor's Office population projections.

TEXAS POULTRY STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Includes statistics on hens, pullets, eggs, broilers, and turkeys. Counties are arranged by crop reporting districts.

TEXAS PUBLIC LIBRARY STATISTICS (annual)
Texas State Library
Library Development Division
PO Box 12927/Capitol Station
Austin TX 78711

Lists names of public libraries in county, population served, tax valuation, and county library expenditure. Refers user to more detailed description of the library listed by city.

TEXAS PUBLIC WEIGHERS (1968)
Texas Department of Agriculture
PO Box 12847/Capitol Station
Austin TX 78711

Directory includes both independent wieghers and those appointed by the Secretary of State and Deputy Secretary of State.

TEXAS REHABILITATION COMMISSION 1977 REPORT TO THE GOVERNOR (annual)
Texas Rehabilitation Commission
118 East Riverside Drive
Austin TX 78704

TEXAS SCHOOL DIRECTORY (annual)
Texas Education Agency
201 East 11th Street
Austin TX 78701

Available at a cost of $2.10 per copy.

TEXAS SMALL GRAINS STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Includes statistics on wheat, eats, barley, rye and flaxseed. Statistics on wheat are broken down by cropping practice--irrigated, non-irrigated, continuous cropping and summer fallow. Counties are arranged by crop reporting districts.

TEXAS STATE DOCUMENTS INDEX 1977 VOL. I TITLE/SUBJECT (1978)
Texas State Publications Clearinghouse
Texas State Library
PO Box 12927/Capitol Station
Austin TX 78711

TEXAS STATE PLAN FOR COMPREHENSIVE MENTAL HEALTH SERVICES 1977
Texas Department of Mental Health and Mental Retardation
PO Box 12668/Capitol Station
Austin TX 78711

TEXAS VEGETABLE STATISTICS (annual)
Texas Department of Agriculture
Texas Crop and Livestock Reporting Service
PO Box 12847/Capitol Station
Austin TX 78711

Includes statistics on cabbage, cantaloups, carrots, cucumbers, honeydew melon, lettuce, onions, bellpeppers, potatoes, spinach, sweet potatoes, tomatoes and watermelon. Statistics are given only for counties producing vegetables. Counties are arranged by crop reporting districts.

TEXAS VITAL STATISTICS 1977 (annual)
Texas Department of Health
Bureau of Vital Statistics
1100 West 49th Street
Austin TX 78756

TEXAS YOUTH COUNCIL ANNUAL REPORT (annual)
Texas Youth Council
Sam Houston Office Building
201 Eath 14th Street
Austin TX 78711

VOCATIONAL INDUSTRIAL EDUCATION: DIRECTORY OF TEXAS SECONDARY PUBLIC SCHOOLS (annual)

Texas Education Agency
Vocational Industrial Education
201 East 11th Street
Austin TX 78701

PART II

By-County Information Available In Regional Planning Publications

BY-COUNTY INFORMATION AVAILABLE IN REGIONAL PLANNING PUBLICATIONS

Type of Regional Plan / Subject Area of By-County Information	Aged & Aging Plan	Alcohol Abuse Plan	Comprehensive Development Plan	Criminal Justice Plan	Drug Abuse Plan	Economic Development Plan	Emergency Medical Services Plan	Health Facilities, Services & Personnel Plan	Housing Plan	Land Use & Natural Resources Plan	Manpower/Labor Plan	Recreational Facilities & Open Space Plan	Regional Directory	Social Services Plan	Transportation Plan	Water Quality & Pollution Plan
Aged Population & Services	*															
Alcoholism & Alcohol Abuse Indicators		*					x									
County Government Personnel													*			
Crime & Criminal Justice		x		*	x		x									
Demographic Characteristics	x	x	x	x	x	x	x	x	x	x	x	x	x			
Drug Abuse Indicators					*		x									
Economic Characteristics		x	x	x		*	x	x	x	x	x	x				
Educational Attainment & Facilities		x	x			x	x	x			x					
Health Care Facilities			x				*	*								
Health Care Programs/Services							*	*								
Health Status & Vital Statistics			x	x			x	*								
Housing Characteristics			x				x	x	*	x						
Land Use Characteristics			x				x			*						
Manpower (Employment & Labor)			x	x		x	x		x		*					
Natural Resources & Environment						x	x			*		x				
Recreational Facilities			x									*				
Social Services											x			*		
Transportation Facilities			x			x	x			x					*	
Waste Treatment Facilities			x						x							x
Water Quality & Pollution			x													*

BY-COUNTY LISTING OF
STATE PLANNING REGIONS AND HEALTH SERVICE AREAS

ANDERSON COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

ANDREWS COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

ANGELINA COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

ARANSAS COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

ARCHER COUNTY
North Texas Planning Region
Tri-Region Health Service Area

ARMSTRONG COUNTY
Panhandle Planning Region
Panhandle Health Service Area

ATASCOSA COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

AUSTIN COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

BAILEY COUNTY
South Plains Planning Region
South Plains Health Service Area

BANDERA COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

BASTROP COUNTY
Capital Area Planning Region
Central Texas Health Service Area

BAYLOR COUNTY
North Texas Planning Region
Tri-Region Health Service Area

BEE COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

BELL COUNTY
Central Texas Planning Region
Central Texas Health Service Area

BEXAR COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

BLANCO COUNTY
Capital Area Planning Region
Central Texas Health Service Area

BORDEN COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

BOSQUE COUNTY
Heart of Texas Planning Region
Central Texas Health Service Area

BOWIE COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

BRAZORIA COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

BRAZOS COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

BREWSTER COUNTY
Upper Rio Grande Planning Region
West Texas Health Service Area

BRISCOE COUNTY
Panhandle Planning Region
Panhandle Health Service Area

BROOKS COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

BROWN COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

BURLESON COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

BURNET COUNTY
Capital Area Planning Region
Central Texas Health Service Area

CALDWELL COUNTY
Capital Area Planning Region
Central Texas Health Service Area

CALHOUN COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

CALLAHAN COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

CAMERON COUNTY
Lower Rio Grande Valley Planning Region
South Texas Health Service Area

CAMP COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

CARSON COUNTY
Panhandle Planning Region
Panhandle Health Service Area

CASS COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

CASTRO COUNTY
Panhandle Planning Region
Panhandle Health Service Area

CHAMBERS COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

CHEROKEE COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

CHILDRESS COUNTY
North Texas Planning Region
Tri-Region Health Service Area

CLAY COUNTY
North Texas Planning Region
Tri-Region Health Service Area

COCHRAN COUNTY
South Plains Planning Region
South Plains Health Service Area

COKE COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

COLEMAN COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

COLLIN COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

COLLINGSWORTH COUNTY
Panhandle Planning Region
Panhandle Health Service Area

COLORADO COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

COMAL COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

COMANCHE COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

CONCHO COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

COOKE COUNTY
Texoma Planning Region
Texas Area 5 Health Service Area

CORYELL COUNTY
Central Texas Planning Region
Central Texas Health Service Area

COTTLE COUNTY
North Texas Planning Region
Tri-Region Health Service Area

CRANE COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

CROCKETT COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

CROSBY COUNTY
South Plains Planning Region
South Plains Health Service Area

CULBERSON COUNTY
Upper Rio Grande Planning Region
West Texas Health Service Area

DALLAM COUNTY
Panhandle Planning Region
Panhandle Health Service Area

DALLAS COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

DAWSON COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

DEAF SMITH COUNTY
Panhandle Planning Region
Panhandle Health Service Area

DELTA COUNTY
North East Texas Planning Region
Northeast Texas Helath Service Area

DENTON COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

DE WITT COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

DICKENS COUNTY
South Plains Planning Region
South Plains Health Service Area

DIMMITT COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

DONLEY COUNTY
Panhandle Planning Region
Panhandle Health Service Area

DUVAL COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

EASTLAND COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

ECTOR COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

EDWARDS COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

ELLIS COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

EL PASO COUNTY
Upper Rio Grande Planning Region
West Texas Health Service Area

ERATH COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

FALLS COUNTY
Heart of Texas Planning Region
Central Texas Health Service Area

FANNIN COUNTY
Texoma Planning Region
Texas Area 5 Health Service Area

FAYETTE COUNTY
Capital Area Planning Region
Central Texas Health Service Area

FISHER COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

FLOYD COUNTY
South Plains Planning Region
South Plains Health Service Area

FOARD COUNTY
North Texas Planning Region
Tri-Region Health Service Area

FORT BEND COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

FRANKLIN COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

FREESTONE COUNTY
Heart of Texas Planning Region
Central Texas Health Service Area

FRIO COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

GAINES COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

GALVESTON COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

GARZA COUNTY
South Plains Planning Region
South Plains Health Service Area

GILLESPIE COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

GLASSCOCK COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

GOLIAD COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

GONZALES COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

GRAY COUNTY
Panhandle Planning Region
Panhandle Health Service Area

GRAYSON COUNTY
Texoma Planning Region
Texas Area 5 Health Service Area

GREGG COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

GRIMES COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

GUADALUPE COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

HALE COUNTY
South Plains Planning Region
South Plains Health Service Area

HALL COUNTY
Panhandle Planning Region
Panhandle Health Service Area

HAMILTON COUNTY
Central Texas Planning Region
Central Texas Health Service Area

HANSFORD COUNTY
    Panhandle Planning Region
    Panhandle Health Service Area

HARDEMAN COUNTY
    North Texas Planning Region
    Tri-Region Health Service Area

HARDIN COUNTY
    South East Texas Planning Region
    Greater East Texas Health Service Area

HARRIS COUNTY
    Gulf Coast Planning Region
    Houston-Galveston Health Service Area

HARRISON COUNTY
    East Texas Planning Region
    Northeast Texas Health Service Area

HARTLEY COUNTY
    Panhandle Planning Region
    Panhandle Health Service Area

HASKELL COUNTY
    West Central Texas Planning Region
    Tri-Region Health Service Area

HAYS COUNTY
    Capital Area Planning Region
    Central Texas Health Service Area

HEMPHILL COUNTY
    Panhandle Planning Region
    Panhandle Health Service Area

HENDERSON COUNTY
    East Texas Planning Region
    Northeast Texas Health Service Area

HIDALGO COUNTY
    Lower Rio Grande Valley Planning Region
    South Texas Health Service Area

HILL COUNTY
    Heart of Texas Planning Region
    Central Texas Health Service Area

HOCKLEY COUNTY
    South Plains Planning Region
    South Plains Health Service Area

HOOD COUNTY
    North Central Texas Planning Region
    Texas Area 5 Health Service Area

HOPKINS COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

HOUSTON COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

HOWARD COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

HUDSPETH COUNTY
Upper Rio Grande Planning Region
West Texas Health Service Area

HUNT COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

HUTCHINSON COUNTY
Panhandle Planning Region
Panhandle Health Service Area

IRION COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

JACK COUNTY
North Texas Planning Region
Tri-Region Health Service Area

JACKSON COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

JASPER COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

JEFF DAVIS COUNTY
Upper Rio Grande Planning Region
West Texas Health Service Area

JEFFERSON COUNTY
South East Texas Planning Region
Greater East Texas Health Service Area

JIM HOGG COUNTY
South Texas Planning Region
South Texas Health Service Area

JIM WELLS COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

JOHNSON COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

JONES COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

KARNES COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

KAUFMAN COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

KENDALL COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

KENEDY COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

KENT COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

KERR COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

KIMBLE COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

KING COUNTY
South Plains Planning Region
South Plains Health Service Area

KINNEY COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

KLEBERG COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

KNOX COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

LAMAR COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

LAMB COUNTY
South Plains Planning Region
South Plains Health Service Area

LAMPASAS COUNTY
Central Texas Planning Region
Central Texas Health Service Area

LA SALLE COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

LAVACA COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

LEE COUNTY
Capital Area Planning Region
Central Texas Health Service Area

LEON COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

LIBERTY COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

LIMESTONE COUNTY
Heart of Texas Planning Region
Central Texas Health Service Area

LIPSCOMB COUNTY
Panhandle Planning Region
Panhandle Health Service Area

LIVE OAK COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

LLANO COUNTY
Capital Area Planning Region
Central Texas Health Service Area

LOVING COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

LUBBOCK COUNTY
South Plains Planning Region
South Plains Health Service Area

LYNN COUNTY
South Plains Planning Region
South Plains Health Service Area

MCCULLOCH COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

MCLENNAN COUNTY
Heart of Texas Planning Region
Central Texas Health Service Area

MCMULLEN COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

MADISON COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

MARION COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

MARTIN COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

MASON COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

MATAGORDA COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

MAVERICK COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

MEDINA COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

MENARD COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

MIDLAND COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

MILAM COUNTY
Central Texas Planning Region
Central Texas Health Service Area

MILLS COUNTY
Central Texas Planning Region
Central Texas Health Service Area

MITCHELL COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

MONTAGUE COUNTY
North Texas Planning Region
Tri-Region Health Service Area

MONTGOMERY COUNTY
Gulf Coast Planning Area
Houston-Galveston Area Health Service Area

MOORE COUNTY
Panhandle Planning Region
Panhandle Health Service Area

MORRIS COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

MOTLEY COUNTY
South Plains Planning Region
South Plains Health Service Area

NACOGDOCHES COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

NAVARRO COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

NEWTON COUNTY
Deep East Texas Planning Region
Tri-Region Health Service Area

NOLAN COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

NUECES COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

OCHILTREE COUNTY
Panhandle Planning Region
Panhandle Health Service Area

OLDHAM COUNTY
Panhandle Planning Region
Panhandle Health Service Area

ORANGE COUNTY
South East Texas Planning Region
Greater East Texas Health Service Area

PALO PINTO COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

PANOLA COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

PARKER COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

PARMER COUNTY
Panhandle Planning Region
Panhandle Health Service Area

PECOS COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

POLK COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

POTTER COUNTY
Panhandle Planning Region
Panhandle Health Service Area

PRESIDIO COUNTY
Upper Rio Grande Planning Region
West Texas Health Service Area

RAINS COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

RANDALL COUNTY
Panhandle Planning Region
Panhandle Health Service Area

REAGAN COUNTY
Concho-Valley Planning Region
Tri-Region Health Service Area

REAL COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

RED RIVER COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

REEVES COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

REFUGIO COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

ROBERTS COUNTY
Panhandle Planning Region
Panhandle Health Service Area

ROBERTSON COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

ROCKWALL COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

RUNNELS COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

RUSK COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

SABINE COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

SAN AUGUSTINE COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

SAN JACINTO COUNTY
Deep East Texas Planning Region
Houston-Galveston Area Health Service Area

SAN PATRICIO COUNTY
Coastal Bend Planning Region
South Texas Health Service Area

SAN SABA COUNTY
Central Texas Planning Region
Central Texas Health Service Area

SCHLIECHER COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

SCURRY COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

SHACKLEFORD COUNTY
West Central Texas Planning Region
Tri-Region Health Service Area

SHELBY COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

SHERMAN COUNTY
    Panhandle Planning Region
    Panhandle Health Service Area

SMITH COUNTY
    East Texas Planning Region
    Northeast Texas Health Service Area

SOMERVELL COUNTY
    North Central Texas Planning Region
    Texas Area 5 Health Service Area

STARR COUNTY
    South Texas Planning Region
    South Texas Health Service Area

STEPHENS COUNTY
    West Central Texas Planning Region
    Tri-Region Health Service Area

STERLING COUNTY
    Concho Valley Planning Region
    Tri-Region Health Service Area

STONEWALL COUNTY
    West Central Texas Planning Region
    Tri-Region Health Service Area

SUTTON COUNTY
    Concho Valley Planning Region
    Tri-Region Health Service Area

SWISHER COUNTY
    Panhandle Planning Region
    Panhandle Health Service Area

TARRANT COUNTY
    North Central Texas Planning Region
    Texas Area 5 Health Service Area

TAYLOR COUNTY
    West Central Texas Planning Region
    Tri-Region Health Service Area

TERRELL COUNTY
    Permian Basin Planning Region
    Permian Basin Health Service Area

TERRY COUNTY
    South Plains Planning Region
    South Plains Health Service Area

THROCKMORTON COUNTY
    West Central Texas Planning Region
    Tri-Region Health Service Area

TITUS COUNTY
North East Texas Planning Region
Northeast Texas Health Service Area

TOM GREEN COUNTY
Concho Valley Planning Region
Tri-Region Health Service Area

TRAVIS COUNTY
Capital Area Planning Region
Central Texas Health Service Area

TRINITY COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

TYLER COUNTY
Deep East Texas Planning Region
Greater East Texas Health Service Area

UPSHUR COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

UPTON COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

UVALDE COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

VAL VERDE COUNTY
Middle Rio Grande Planning Region
Camino Real Health Service Area

VAN ZANDT COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

VICTORIA COUNTY
Golden Crescent Planning Region
South Texas Health Service Area

WALKER COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

WALLER COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

WARD COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

WASHINGTON COUNTY
Brazos Valley Planning Region
Central Texas Health Service Area

WEBB COUNTY
South Texas Planning Region
South Texas Health Service Area

WHARTON COUNTY
Gulf Coast Planning Region
Houston-Galveston Area Health Service Area

WHEELER COUNTY
Panhandle Planning Region
Panhandle Health Service Area

WICHITA COUNTY
North Texas Planning Region
Tri-Region Health Service Area

WILBARGER COUNTY
North Texas Planning Region
Tri-Region Health Service Area

WILLACY COUNTY
Lower Rio Grande Valley Planning Region
South Texas Health Service Area

WILLIAMSON COUNTY
Capital Area Planning Region
Central Texas Health Service Area

WILSON COUNTY
Alamo Area Planning Region
Camino Real Health Service Area

WINKLER COUNTY
Permian Basin Planning Region
Permian Basin Health Service Area

WISE COUNTY
North Central Texas Planning Region
Texas Area 5 Health Service Area

WOOD COUNTY
East Texas Planning Region
Northeast Texas Health Service Area

YOAKUM COUNTY
South Plains Planning Region
South Plains Health Service Area

YOUNG COUNTY
North Texas Planning Region
Tri-Region Health Service Area

ZAPATA COUNTY
    South Texas Planning Region
    South Texas Health Service Area

ZAVALA COUNTY
    Middle Rio Grande Planning Region
    Camino Real Health Service Area

VI

D. Forms and form letters

F. Legislation and legal materials

1/5/81

D VI:D

BUREAU OF
LIBRARIES AND MUSEUMS

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

Department of Conservation and Cultural Affairs

ENID M. BAA LIBRARY & ARCHIVES
774—0630 P.O. BOX 390
CHARLOTTE AMALIE, ST. THOMAS, V.I. 00801

FLORENCE WILLIAMS PUBLIC LIBRARY
773—5715 49—50 KING STEEET.
CHRISTIANSTED, ST. CROIX, V.I. 00820

FREDERIKSTED PUBLIC LIBRARY
772—0315 FREDERIKSTED, ST. CROIX, V.I. 00840

CRUZ BAY PUBLIC LIBRARY
776—6359 CRUZ BAY, ST. JOHN, V.I. 00830

VIRGIN ISLANDS GOVERNMENT DEPOSITORY

SHIPPING LIST NO. ------------

NO. OF COPIES	DEPT. / TITLE	CLASS NO.

RECEIVING LIBRARY:

---------- WILLIAMS PUBLIC

---------- CRUZ BAY PUBLIC

---------- C V I – ST. THOMAS

---------- C V I – ST. CROIX

DATE SENT ------------------------------

AUTHORIZED BY ------------------------------

DATE RECEIVED ------------------------------

RECEIVED BY ------------------------------

1/5/81

VI:D1

BUREAU OF
LIBRARIES AND MUSEUMS

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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CRUZ BAY PUBLIC LIBRARY
776—6359 CRUZ BAY, ST. JOHN, V.I. 00830

TO:

The Documents Division of the Bureau of Libraries, Museums, and Archaeological Services hereby acknowledges receipt of ———————— copies of ———————————————————————————— from your department.

In compliance with Act No. 3975, at least ten of these copies will be deposited with the Territorial Librarian.

Thank you for your cooperation.

Jeannette B. Allis
Documents Librarian
Enid M. Baa Library

OFFICE OF THE DIRECTOR

1/5/81

VI:D2

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF CONSERVATION & CULTURAL AFFAIRS
BUREAU OF LIBRARIES & MUSEUMS
P.O. BOX 390, (809) 774 – 0630 CHARLOTTE AMALIE, ST. THOMAS, V.I. 00801

MEMORANDUM

TO: Virgin Islands Government Agencies

FROM: Henry C. Chang, Ph.D., Territorial Librarian Henry C. Chang

RE: New Depository Law Procedures

DATE: July 14, 1977

Enclosed please find a copy of Act No. 3975 (Bill No. 7500) which became a law on May 10, 1977. Pursuant to the Governor's memorandum of May 9, 1977, informing all Heads of Departments and Agencies of Act No. 3975, we are hereby providing the guidelines for implementing depository procedures as legislated.

Act No. 3975 requires that each governmental agency be responsible for supplying the Territorial Librarian for a specified number of copies of each public document designated for deposit for each depository library, within five weekdays from the publication date of said public document. You are therefore requested to comply with the terms of the above legislation as follows:

1) For a working definition of "Public Document" (Sec. b, No. 4), it is suggested that priority be placed upon published materials, i.e. annual reports, newsletters, bulletins, research studies, brochures, or any other information which is printed or reproduced in multiple copies for distribution outside your office. As the Act indicates, this also includes "preliminary drafts, advance copies, unofficial editions, and confidential publications" (Sec. b, No. 6), when these are duplicated for distribution, as well as taped and filmed materials. The legislation does not require unpublished correspondence and office memoranda and is not intended to interfere with the transaction of confidential government business.

2) Since the Territorial Library Agency in St. Thomas has been designated as a distribution center for all depository libraries, a minimum of ten (10) copies of all publications should be sent to the Territorial Librarian at the Enid M. Baa Library and Archives building to fulfill the requirements of the new law. The Bureau has also made exchange agreements with the Library of Congress as well as with several U.S. libraries with research collections on the Caribbean.

3) In addition, the Baa Library and Archives has recently been invited to participate in a Caribbean Library Exchange Network involving

national, public and university libraries throughout the Caribbean. In order to fulfill our exchange obligations, we are requesting an additional twenty-five (25) copies of all published documents, or a total of thirty-five (35).

4) To coordinate activities between the Depository Center and the departments and agencies, the Territorial Library Agency will prepare a profile of each department or agency. To aid in the production of this profile, please provide the following information:

a) Name of your agency or dept, and division;
b) A schedule of regular publications, i.e. annual reports;
c) A projection of proposed publications for the current fiscal year; and
d) The name of a contact person within your department or agency who can work with the library in facilitating the depository procedure.

Please send all of the above information to the Territorial Librarian, Enid M. Baa Public Library and Archives, P.O. Box 390, St. Thomas, U.S.V.I. 00801.

As the central agency for depository items, the Territorial Library Agency will publish a quarterly checklist of government publications received. This checklist, which will be cumulated annually, will include complete bibliographic data for each publication. Publications will be listed by Department as well as in title and subject indexes. We anticipate distribution of the first checklist on January 1, 1978.

Although Act No. 3975 also provides for the Territorial Library Agency to instruct and aid government agencies in establishing standardized records systems, the current budgetary situation, as well as a shortage of qualified staff necessary to implement this provision (Sec. d, No. 2) prevents us from assisting government agencies in this capacity at the present time. This remains one of our priorities for the future, and we will keep you informed as developments occur.

The principle of public access to government documents has long been recognized in the Virgin Islands (V.I. Code T. 3, s. 881). Receipt of all government publications by one central agency, with distribution to designated centers by that agency, will ensure, not only public access, but also comprehensive recording and preservation of these valuable documents. Thank you in advance for your cooperation.

If you have any questions about the legislation, or require additional information, please contact Ms. Jeanette Allis, Documents Librarian, at 774-0630, Baa Library and Archives.

cc: Governor Cyril E. King
    Commissioner Virdin C. Brown

1/5/81

VI:D3

BUREAU OF
LIBRARIES AND MUSEUMS

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

DEPARTMENT OF CONSERVATION AND CULTURAL AFFAIRS

ENID M. BAA LIBRARY & ARCHIVES
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772-0315 FREDERIKSTED, ST. CROIX, V.I. 00840

CRUZ BAY PUBLIC LIBRARY
776-6359 CRUZ BAY, ST. JOHN, V.I. 00830

MEMORANDUM

TO : Librarians of Designated Depository Centers

FROM : Jeannette B. Allis, Documents Librarian jba

SUBJECT : Instructions & Recommendations to V.I. Government Depository Libraries

DATE : September 8, 1977

In order to maintain bibliographic control, to facilitate public access, and to establish uniformity of entry, the following procedures for V.I. Government Publications will be adopted by all depository libraries within the Bureau of Libraries. It is recommended that the other depository libraries adopt these procedures where applicable:

1. Each publication will be catalogued by the Territorial Library and assigned LC Subject Headings. Bureau Libraries will receive a complete set of cards with each title. Other libraries will receive one card.

2. Bureau libraries should shelve the Documents in Special Collections and cards should be filed in the Special Collections catalog as well as in the shelf-list. A union shelf-list will be maintained by the Territorial Library. It is suggested that at least one copy of each publication be retained for reference and not circulate.

3. V.I. Government Publications will be classified by the Virgin Islands Depository Classification (VIDC see attached), a notation adapted from the Superintendent of Documents Classification System. This number will be included on the ~~documents~~ cards sent to

all libraries. Bureau libraries should shelve publications according to this system and it is recommended for other libraries also.

4. It is estimated that retroactive cataloging of the V.I. Documents in the Territorial Library Collection will take up to two (2) years. Lists will be circulated periodically to each Depository Library containing items presently being cataloged. Libraries will check the lists against their holdings, mark those items for which they require cards, and return the lists to the Territorial Library. Cards will then be sent to the libraries.

5. Shipping lists will be included with all shipments of depository items. A duplicate of each list will be filed in the Territorial Library.

In order for the Territorial Librarian to fulfill his legal obligation to maintain Depository Collections, it is requested that the shipping lists be accumulated by each library and returned to the Territorial Library at three-month intervals.

The Territorial Librarian is obligated to publish a quarterly checklist of V.I. Depository Documents with annual cumulations. This checklist will be arranged both by title and by VIDC number (main entry). The index will utilize LC subject headings. It is highly desirable, therefore, that uniformity be maintained by all depository libraries in order to provide maximum public access.

Please direct any queries or suggestions regarding the V.I. Depository to Jeannette Allis, 774-0630.

cc: Ms. S. Lincoln
Dr. Henry C. Chang

1/5/91

VI:F

BILL No. 7500

TWELFTH LEGISLATURE OF THE VIRGIN ISLANDS

OF THE UNITED STATES

Regular Session

1977

To amend Title 3, Chapter 33, Virgin Islands Code, to require agencies of the Territory to deposit specified public documents in Depository Libraries and to maintain indexes to public records not deposited

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BE IT ENACTED by the Legislature of the Virgin Islands:

SECTION 1. Title 3, Chapter 33, Virgin Islands Code, is amended by adding a new Section 883 to read as follows:

"§ 883. Depository libraries for public documents and indexes

(a) Statement of policy. To effectuate the territory's public policy to make governmental information available to governmental agencies and to the general public, there are established depository libraries for specified public documents and for indexes to those public records which are not required to be deposited pursuant to this section.

(b) Definitions. As used in this section--

(1) "Territorial Librarian" means the Director of the Bureau of Libraries and Museums.

(2) "Depository libraries" means those libraries where, pursuant to this section, public documents and indexes shall be deposited, retained and reproduced upon demand, or made available to the general public and governmental agencies.

(3) "Governmental agency" includes the Legislature, any governmental entity, board, bureau, commission, department, agency, division, authority, office, or agent, or semi-private governmental entity receiving governmental funds for its operation in whole or in part, or any entity having bonding authority under the Virgin Islands Government in whole or in part.

BEST COPY AVAILABLE

(4) "Public document" means any public record, regardless of format or purpose, supported in whole or in part by public funds, for distribution by any territorial governmental agency, and which is designated for deposit pursuant to this section, but does not mean inter-office and intra-office memoranda. "Public records" includes printed or audio-visual forms of communication and their accompanying technology.

(5) "Public funds" includes cash, checks, bills, notes, drafts, stocks, bonds and all similar media of exchange which are received or disbursed under law by a governmental agency.

(6) "Publication date" means the earliest date when a copy or copies of the first publication, including preliminary drafts, advance copies, unofficial editions and confidential publications, were placed on sale, donated or exchanged, or made available to any entity outside the publishing governmental agency.

(7) "Library" means any public or private institution which maintains a media of communication collection for loan, internally or externally, including all college or university libraries, public, private or parochial school libraries.

(8) "Recognized newspaper" means any newspaper or publication accepting paid advertisements whose copies are offered for sale, by public subscription or by the copy, or whose copies are distributed without cost to the general public, issued at regular intervals, not to exceed one week.

(c) Designation and deposit of public documents; lawful custodian for purposes of section 881. The Territorial Librarian shall designate those public documents of a governmental agency which shall be deposited in depository libraries pursuant to this section, and shall notify the head of said agency, in writing of said designation.

(1) Each governmental agency shall be responsible for supplying the Territorial Librarian with at least two copies of each public document designated for deposit for each depository library, within five weekdays from the publication date of said public document.

(2) The Territorial Librarian shall be responsible for the subsequent distribution of at least two copies of designated public documents to each depository library within two calendar weeks from the date of receipt of said documents.

(3) For purposes of section 881 of this title, the lawful custodian of a public document designated for deposit shall be--

(A) The governmental agency until it has supplied the Territorial Librarian with the number of copies required by paragraph (1) of this subsection;

(B) The Territorial Librarian, upon receipt from the governmental agency of the number of copies of the public document required by paragraph (1) of this subsection, until deposit of said document in the depository libraries as required by paragraph (2) of this subsection;

(C) Notwithstanding subparagraph (A) or (B) of this paragraph, a depository library [illegible] be considered a lawful custodian of all public documents in its possession.

(d) Index to public records. Each governmental agency shall be responsible for maintaining an index providing identifying information as to any matter issued, adopted or promulgated by said agency, after June 1, 1977, and required by section 881 of this title to be a public record and which is not designated a public document pursuant to subsection (c) of this section. Each governmental agency shall issue such an index four times a year and supply the Territorial Librarian with at least two copies for each depository library. The Territorial Librarian shall deposit at least two copies of each index in each depository library. The Territorial Librarian is authorized and directed to--

(1) review, at least annually, all of the records of governmental agencies to assure that indexes are being provided which are adequate to inform the general public and other governmental agencies of what information is available for inspection; and

(2) instruct and aid governmental agencies in establishing record systems which are standardized to the fullest extent possible.

Each governmental agency shall allow the Territorial Librarian access to agency records at reasonable times, upon fifteen days' notice by the Territorial Librarian to the head of said agency, and shall cooperate fully with the Territorial Librarian and his designee in determining what is an appropriate index. If the head of a governmental agency in good faith believes that the Territorial Librarian should not have access to any public record, he may seek an injunction pursuant to section 881(h) of this title, within ten days of the request by the Territorial Librarian to examine the governmental agency's records.

(e) Quarterly checklist of public documents. The Territorial Librarian shall issue, each fiscal year quarter, a checklist of the documents that have been sent to the depository libraries in the preceding quarter, according to the following schedule:

Period	Issue Date
July 1 to September 30	October 31
October 1 to December 31	January 31
January 1 to March 31	April 30
April 1 to June 30	July 31

Checklists shall be issued more often if needed, in the discretion of the Territorial Librarian.

Quarterly checklists shall be automatically mailed or distributed free of charge to depository libraries and to any other individual, institution, firm, library or other entity who shall request checklists, either on a single copy or subscription basis. It shall be the responsibility of the Territorial Librarian to fill such requests within a reasonable length of time.

(f) Duplication fee. Notwithstanding section 881(c) of this title, neither the Territorial Librarian nor a depository library shall charge any fee for examining a public document other than a reasonable fee for making a duplicate copy of the document.

(g) Depository libraries. The depository libraries shall include the St. Thomas Campus Library of the College of the Virgin Islands, the St. Croix Campus Library of the College of the Virgin Islands, the Enid M. Baa Library on the Island of St. Thomas, the Florence Williams Public Library on the Island of St. Croix, the Cruz Bay Public Library on the Island of St. John and any additional libraries designated as depository libraries by the Territorial Librarian.

(h) Court records excluded. This section shall not apply to records of the courts of the Virgin Islands."

SECTION 2. The Territorial Librarian is authorized to recommend to the Commissioner of Conservation and Cultural Affairs and the Governor the hiring of such personnel as are necessary to fulfill the duties of the Territorial Librarian under this Act, including the hiring of a records management officer, qualified by training and experience in records management.

SECTION 3. There is appropriated to the Department of Conservation and Cultural Affairs the sum of $15,000 out of any funds available in the Treasury of the Virgin Islands, or so much thereof as shall be sufficient, for fiscal year July 1, 1976 to June 30, 1977, to remain available until expended, and to be used for carrying out the provisions of Section 1 of this Act prescribing the duties of the Territorial Librarian.

Thus passed by the Legislature of the Virgin Islands on April 20, 1977.

Witness our Hands and the Seal of the Legislature of the Virgin Islands this 20th Day of April, A. D., 1977.

Elmo D. Roebuck
ELMO D. ROEBUCK
President

Eric E. Dawson
ERIC E. DAWSON
Legislative Secretary

(Received at the Governor's Office on April 27, 1977)

The foregoing Bill having been presented to the Governor of the Virgin Islands for his approval, and not having been returned by him to the Legislature within ten (10) days as prescribed by Section 9(a) of the Revised Organic Act of the Virgin Islands, has become a law without his approval.

Government of the Virgin Islands of the United Stat
Charlotte Amalie, St. Thomas, V.I.
May 15, 1977

Juan Luis
Lieutenant Governor

VA

- D. Forms and form letters
- G. Mailing lists
- H. Manuals
- I. Procedural guidelines
- L. Shipping lists

August 1980

Va.

11/7/80

VA:D

STATE DOCUMENTS DEPOSITORY COLLECTION
QUESTIONNAIRE

Library:
Librarian in charge of collection:
Depository since:

1. Are all state documents received from the State Library kept in your library collection? Yes_____ No_____

2. If not what documents are discarded?

3. State documents are:
   a. kept entirely in a separate state documents collection
   b. kept mostly in a separate collection, with some documents cataloged with the general collection.
   (Please state which documents are removed from the special collection)

   c. integrated into the general collection.

4. Location of state documents collection (if separate)
   a. Documents Dept.
   b. Reference Dept.
   c. stack area (specify)
   d. area other than public services (specify)

5. Are all state documents which are retained for the collection recorded?
   a. all
   b. all but vertical file materials
   c. some (which):

   d. none

6. How are documents recorded? (indicate as many as applicable)
   a. kardex and/or check in file
   b. separate catalog
   c. public catalog, fully cataloged
   d. public catalog, brief cataloging
   e. KWIC index
   f. other (specify)

7. How soon after receipt are they recorded?

8. Who records them?

9. What classification scheme is used?
   a. LC
   b. Dewey
   c. UVa's
   d. other (describe)

10. Are you considering changing classification schemes?
Yes_____ To what?______________________________
No______

11. Would your library consider cataloging documents and changing to LC if a shared cataloging project were set up?

12. If documents are cataloged, are they put into data base?
If so, how soon are they cataloged after receipt?

13. Is the collection maintained as well as the general collection?

14. Is there a vertical file?
If so, what is included?

15. Is the state documents collection weeded:
a. on a regular basis
how often?-
what is removed?-

b. on occasion

c. never

16. Staff involved in state documents collection:

name and title	function	time/week

17. Does the entire reference staff know how to use the collection?

18. If not, is there always someone available to assist patrons in locating state documents?

19. Access to the state documents collection is possible by:
a. agency/author
b. title
c. subject

20. Public service hours of library (usual):

21. Public service hours for documents:

22. Can the general public use the documents collection?

23. Is the general public allowed to check out documents?

24. Does this library publicize documents?
by: signs?
displays?
newspaper?
library announcements?

25. Are state documents available on interlibrary loan from this library?
If so, how often are state documents requested from your library on interlibrary loan?

26. Use of the state documents collection:
a. Who uses the collection?

b. How often is it used?

c. What is used most in the collection?

d. suggestions for improving the collection:

e. Is the collection worthwhile?

27. Do you have a State Documents reference collection?
Kept where?
What titles are in the collection?

28. What documents do you obtain directly from the agencies? (e.g. Tayloe Murphy, Virginia Highway and Transportation Research Council, Virginia Institute of Marine Science)

29. Please give your reactions to the proposed standards for state documents. Are they too stringent or too lax? Any suggestions?

11/7/80

VA:G

VIRGINIA STATE DOCUMENTS DEPOSITORIES

Library of Congress

University of Virginia, Charlottesville

College of William and Mary, Williamsburg

Virginia Polytechnic Institute and State University, Blacksburg

Virginia Commonwealth University, Richmond

Clinch Valley College, Wise

James Madison University, Harrisonburg

Radford University, Radford

Old Dominion University, Norfolk

Longwood College, Farmville

George Mason University, Fairfax

Patrick Henry Community College, Martinsville

Center for Research Libraries

11/7/80

VA:G1

ACTS OF THE GENERAL ASSEMBLY

Alabama State Law Library [illegible])
[Arizona] Dept. of Library & Archives
Arkansas Supreme Court Library
[Australia] Commonwealth National Library
~~[British Columbia]~~ Provincial Library
California State Library
[Canada] Library of Parliament
[Canada] Legislative Library
University of Chicago Libraries
Colorado State Library
Connecticut State Library
[Delaware]State Law Library
[England] British Museum
Florida Supreme Court Library
Georgia State Library
Idaho State Law Library 15
[Illinois] Legislative Reference Bureau
[Illinois] University of Illinois Library [illegible]
Indiana State Supreme Court Law Library
~~Institute of Judicial Administration, Inc.~~ [illegible] 7-1-7
Iowa State Law Library
[Japan] Division of International Affairs. National Diet Lib.
Kansas Supreme Court Law Library
Kentucky State Law Library
Louisiana Law Library
Maine State Library
Maryland State Library
Massachusetts State Library
Michigan State Library
Minnesota State Law Library
Mississippi State Law Library

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ACTS OF THE GENERAL ASSEMBLY

Missouri Supreme Court Library
Montana State Law Library
Nebraska State Library
Nevada ~~State~~ Library
New Hampshire ~~State~~ Law Library
New Jersey State Library
New Mexico Law Library
New York Public Library
New York State Library
North Carolina Supreme Court Library
North Dakota Supreme Court Law Library
Ohio State University Law Library
Ohio Supreme Court Law Library
~~Oklahoma State Library~~ [illegible] 3-3-76
Oregon Supreme Court Law Library

ACTS OF THE GENERAL ASSEMBLY

[Virginia] Clinch Valley College
[Virginia] College of William and Mary. Library (2 cops.)
[Virginia] George Mason University
[Virginia] James Madison University
Longwood College
[Virginia] Old Dominion University
Patrick Henry Community College
[Virginia] Radford University
[Virginia] Univ. of Virginia. Alderman Library (2 cops.)
Virginia Commonwealth University
Virginia Polytechnic Institute & State Univ. Library
Washington State Library
West Virginia State Law Library
West Virginia University Library
Western Australia University Law Library
Wisconsin State Law Library
Wyoming State Library

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ACTS OF THE GENERAL ASSEMBLY

Pennsylvania State Library
[Philippine Islands] Legislative Service Office
~~Puerto Rico Supreme Court Library~~
~~Rhode Island State Library~~ letter 3-5-73
South Carolina State Library
South Dakota Supreme Court Law Library
~~Tennessee State Library & Archives~~ letter 3-6-69
Texas State Library (Leg. Ref. Lib.)
[U.S.] Army Library
[U.S.] Library of Congress. Exchange & Gift Div. (2 cops.)
~~[U.S.] Post Office Dept. Library~~ letter 9-17-76
[U.S.] Social and Economic Statistics Administration
[U.S.] Supreme Court of the U. S. Library
Utah State Law Library
Vermont State Library

Form L-16 12

ANNUAL REPORTS

These are sent out
at intervals as they accumulate.

[Arizona] State Department of Library & Archives
~~[British Columbia] Provincial Library~~
~~California State Library~~
[California] University of California Library
[Chicago] University of Chicago Library
~~Connecticut State Library~~ [illegible]
Georgia State Library
~~[Illinois] Center for Research Libraries~~ [illegible]
[Illinois] Legislative Reference Bureau
[Illinois] University of Illinois Library
~~Indiana Supreme Court Law Library~~ letter 5-11-77
~~Iowa State Law Library~~
~~Kansas Supreme Court Law Library~~ [illegible] 10-7-75
Minnesota State Law Library
~~Nebraska State Library~~

7

ANNUAL REPORTS

~~New Mexico Law Library~~
New York Public Library
[North Carolina] University of North Carolina Library
Ohio State Library
Oklahoma State Library
Pennsylvania State Library
[Philippine Islands] National Library
[Philippine Islands] Bureau of Public Libraries
~~Rhode Island State Library~~ letter 3-5-73
South Carolina ~~State Library~~ Legislative Council
~~Tennessee State Library & Archives~~ letter 3-6-69
~~Texas State Library~~ [TEXAS] LEGISLATIVE REF. LIBRARY
[U.S.] Library of Congress. Exchange and Gift Div. (1 ~~2~~ copies)
Utah State Law Library
~~Vermont State Library~~ letter 5-16-77

11

ANNUAL REPORTS

[Virginia] Clinch Valley College
[Virginia] College of William & Mary. Library (1 ~~2~~ cops.)
[Virginia] George Mason University
[Virginia] James Madison University
[Virginia] Old Dominion University
[Virginia] Radford College [illegible]
[Virginia] Univ. of Virginia. Alderman Library (1 ~~2~~ cops.)
Virginia Commonwealth University. Library
Virginia Polytechnic Institute & State Univ. Library
Washington State Library
Wyoming State Library

[illegible]

~~[Alabama] Department of Archives & History~~
[Arizona] Department of Library & Archives
[British Columbia] Provincial Library
California State Library [illegible]
[California] University of California Library
[Canada] Library of Parliament
[Chicago] University of Chicago Library
Colorado State Library
Connecticut State Library
Delaware State Law Library
[England] British Museum
Florida State Library
Georgia State Library
[Illinois] Center for Research Libraries
[Illinois] Legislative Reference Bureau

Form L-16

12

[Illinois] University of Illinois Library
~~Indiana Supreme Court Law Library~~ letter 5-11-77
~~Kansas Supreme Court Law Library~~ [illegible] 10-7-75
Kentucky State Law Library
[Louisiana] Law Library of Louisiana
Maine State Library (Maine Legislative Reference Library)
Maryland State Library
Massachusetts State Library
Michigan State Library
Minnesota State Law Library
Missouri Supreme Court Library
~~Nebraska State Library~~ ~~University of Nebraska at Omaha~~ [illegible] 8-23-77
New Hampshire State Library
New Jersey State Library
~~New Mexico Law Library~~
New York Public Library
New York State Library

13

North Carolina University Library
North Dakota Supreme Court Law Library
Ohio State Library
~~Oklahoma State Library~~
Oregon State Library
Pennsylvania State Library
[Philippine Islands] National Library
~~Rhode Island State Library~~ [illegible] letter 5-5-72
~~South Carolina State Library~~
~~Tennessee State Library & Archives~~ letter 3-[illegible]-69
~~Texas State Library~~ letter 8-2-74
[U.S.] Library of Congress. Exchange & Gift Div. (6 copies)
~~Utah State Library~~ letter 8-12-72
~~Vermont State Library~~ letter 5-18-77
[Virginia] Brunswick-Greensville Regional Library

Virginia Commonwealth University
VIRGINIA POLYTECHNIC INSTITUTE LIBRARY
[Virginia] University of Virginia. Alderman Library (2 copies)
[Virginia] College of William and Mary. Library (2 copies)
Washington State Library
[West Virginia] Department of Archives & History Library
[Wisconsin] State Historical Society of Wisconsin Library
Wyoming State Library
[Virginia] Radford College
Longwood College
Patrick Henry Community College

[Virginia] Clinch Valley college
[Virginia] James Madison University
[Virginia] Old Dominion University

~~[Arizona] State Dept. of Library & Archives~~ [illegible]
~~[British Columbia] Provincial Library~~
~~California State Library~~
[Canada] Library of Parliament
[Chicago] University of Chicago Libraries
~~Connecticut State Library~~ Taken off 10-5-76
[England] British Museum
~~Florida State Library~~
Georgia State Library
[Illinois] Center for Research Libraries
[Illinois] University of Illinois Library
Kansas Supreme Court Law Library
~~Massachusetts State Library~~ Taken off 9-29-73
New Mexico Law Library
New York Public Library

Form L-16

9

HOUSE JOURNALS

New York State Library
[North Carolina] University of North Carolina Library
~~Ohio State Library~~
Oklahoma State Library
~~Pennsylvania State Library~~
~~Philadelphia Free Library~~ letter 2-15-74
[Philippine Islands] National Library
[South Carolina] Legislative Council
Tennessee State Library & Archives
~~Texas State Library~~
[U.S.] Library of Congress. Exchange & Gift Div. (2 cops.)
~~Utah State Library~~ letter 8-18-73
[Virginia] Clinch Valley College
[Virginia] College of William and Mary (2 cops.)
[Virginia] George Mason University

Form L-16

[Virginia] James Madison University
[illegible]
[Virginia] Old Dominion University
[illegible]
[Virginia] Radford College
[Virginia] Univ. of Virginia. Alderman Library (2 cops.)
Virginia Commonwealth University. Library
Virginia Polytechnic Institute & State Univ.
Washington State Library
W. Va. Dept. of Archives & History Library
~~W. Va. University Library~~ Taken off 1-9-75
[Wisconsin] State Historical Society of Wisconsin Library
~~Wyoming State Library~~ Taken off 11-23-71
Yale Law School Library
Mrs. Kirtley - Law Library

SENATE JOURNALS

~~[Alabama] Department of Archives & History~~
~~[Arizona] State Department of Library & Archives~~
~~[British Columbia] Provincial Library~~
~~California State Library~~
[Canada] Library of Parliament
[Chicago] University of Chicago Library
~~Connecticut State Library~~ Taken off 10-5-76
[England] British Museum
~~Florida State Library~~
Georgia State Library
[Illinois] Center for Research Libraries
[Illinois] University of Illinois Library
Kansas Supreme Court Law Library
~~Massachusetts State Library~~ Taken off 7-24-73
New Mexico Law Library 8

New York Public Library

New York Public Library
New York State Library
[North Carolina] University of North Carolina Library
~~Ohio State Library~~
Oklahoma State Library
~~Pennsylvania State Library~~ letter 2-15-74
~~[Philadelphia] The Free Library of Philadelphia~~ letter 8-21-73
[Philippine Islands] National Library
South Carolina Legislative Council
Tennessee State Library & Archives
~~Texas State Library~~
[U.S.] Library of Congress. Exchange & Gift Div. (2 cops.)
~~Utah State Library~~ letter 8-18-72
[Virginia] Clinch Valley College
[Virginia] College of William and Mary Library (2 cops.)
12

Form L-16

[Virginia] George Mason University
[Virginia] James Madison University
Longwood College
[Virginia] Old Dominion University
[illegible] Comm. College
[Virginia] Radford College
[Virginia] Univ. of Virginia. Alderman Library (2 cops.)
Virginia Commonwealth University. Library
Virginia Polytechnic Institute & State Univ.
Washington State Library
W. Va. Dept. of Archives & History Library
~~W. Va. University Library~~ Taken off 1-9-75
[Wisconsin] State Historical Society of Wisconsin Library
~~Wyoming State Library~~ Taken off 11-23-71
Yale Law School Library
Mrs. Kirtley - Law Library
Longwood College 9-24-79 put on
13

Form L-16

BEST COPY AVAILABLE

SENATE AND HOUSE DOCUMENTS

~~[Alabama] Department of Archives and History~~
~~[Arizona] Department of Library and Archives~~ [illegible] 7-10-79
~~[British Columbia] Provincial Library~~
California State Library
[Canada] Library of Parliament ~~of Dominion of Canada~~
[Chicago] University of Chicago ~~Library~~
Connecticut State Library
~~Florida State Library~~ ENGLAND, BRITISH MUSEUM [illegible] 13-1-[illegible]
FLORIDA Supreme Court Library 11
Georgia State Library
~~[Illinois] Center for Research Libraries~~
[Illinois] University of Illinois Library
~~Indiana Supreme Court Law Library~~ letter 5-11-77
~~Iowa State Law Library~~
Kansas Supreme Court Law Library
~~Kentucky State Law Lib.~~
~~[Louisiana] Law Library of Louisiana~~ [illegible] 10-[illegible]
11

Massachusetts State Library
~~Michigan State Library~~ letter 5-12-78
~~Nebraska State Library~~ ~~Missouri State Law Lib.~~
New Mexico ~~State~~ Law Library
New York Public Library
New York State Library
[North Carolina] Duke University Libraries
North Carolina University Library
Ohio State Library
Oklahoma State Library
~~Oregon State Library~~ notation 7-19-79
~~Pennsylvania State Library~~ letter 10-17-77
[Philippine Islands] National Library
~~South Carolina State Library~~
Tennessee State Library & Archives
11

~~Texas State Library~~ - letter 8-2-76
[U.S.] Library of Congress. Exchange and Gift Div. (2 copies)
~~Utah State Library~~ letter 8-18-72
Virginia Polytechnic Institute ~~[illegible]~~
[Virginia] University of Virginia. Alderman Library (2 copies)
[Virginia] George Mason College of the Univ. of Virginia
[Virginia] College of William and Mary. Swem Mem. Lib. (2 cops) [illegible] College
Washington State Library
West Virginia Department of Archives and History
[Wisconsin] State Historical Society of Wisconsin Library
~~Wyoming State Library~~
Yale Law School Library
Mrs. Kirtley - Law Library
Virginia Commonwealth University
James Madison U.

STATE CORPORATION COMMISSION. REPORT

~~[Alabama] Department of Archives & History~~ [illegible]
[Arizona] Department of Library & Archives
~~[British Columbia] Provincial Library~~
~~California State Library~~ Inter. 77; letter Aug. 31, 1977
[Canada] Library of PArliament
~~Connecticut State Library~~ Int. 1 10-5-7
Florida State Library
Georgia State Library
[Illinois] Center for Research Libraries
[Illinois] Legislative Reference Bureau
[illinois] University of Illinois Library
~~Indiana Supreme Court Law Library~~ letter 5-11-77
~~Iowa State Law Library~~
~~Kansas Supreme Court Law Library~~ Inter. ff 10-7-75
Kentucky State Law Library
Maine State Library 10

STATE CORPORATION COMMISSION. REPORT

Massachusetts State Library
~~Nebraska State Library~~
New Hampshire State Library
New Mexico Law Library
New York Public Library
New York State Library
[North Carolina] University of North Carolina Library
~~Oklahoma State Library~~ Ohio State Library.
Pennsylvania State Library
[Philippine Islands] National Library
~~Rhode Island State Library~~ letter 3-5-73
~~South Carolina State Library~~
~~Tennessee State Library & ARchives~~ letter 3-6-69
~~Texas State Library~~ letter 8-2-74
[U.S.] Library of Congress. Exchange & Gift Div. (2 copies)
11

[illegible]

~~Utah State Library~~ letter 8-18-72
~~Vermont State Library~~
[Virginia] Clinch Valley College
[Virginia] College of Wm. & Mary. Earl Gregg Swem Lib. (2 cops.
[Virginia] George Mason University
[Virginia] James Madison University
[illegible]
[Virginia] Old Dominion University
Patrick Henry Comm. College
[Virginia] Radford College
[Virginia] University. Alderman Library (2 cops.)
Virginia Commonwealth University
Virginia Polytechnic Institute & State Univ.
Washington State Library
W. Va. Dept. of Archives & History Library
[Wisconsin] State Historical Society of Wisconsin Library

VIRGINIA REPORTS

~~Alabama State Law Library~~
[Arizona] State Department of Library & Archives
Arkansas Supreme Court Library
~~[British Columbia] Provincial Library~~
[Canada] Supreme Court of Canada Library
[Chicago] University of Chicago Library
Colorado State Library
Connecticut State Library
Cornell Law School Library
~~[Delaware] State Law Library~~ 1976 [illegible]
Florida Supreme Court Library
Georgia State Library
Hawaii Supreme Court Law Library
Idaho State Law Library
~~[Illinois] Legislative Reference Bureau~~ 11-19-68

12

[Illinois] University of Illinois Library
Indiana Supreme Court Law Library
~~Iowa State Law Library~~ Letter 3-20-73
Kansas Supreme Court Law Library
~~[Louisiana] Law Library of Louisiana~~ [illegible] 4-2[illegible]
Maine State Library
Maryland State Library
Massachusetts State Library
Michigan State Law Library
~~Minnesota State Law Library~~ [illegible] 6-13-7[illegible]
Mississippi State Law Library
~~Missouri Supreme Court Library~~ letter 8-31-[illegible]
~~Montana State Law Library~~ Law School Library, Univ. of Montana
Nebraska State Library Missoula, Mont. 59801
Nevada State Library

12

VIRGINIA REPORTS

New Hampshire State Library
New Jersey State Library
New Mexico ~~State~~ Law Library
New York State Library
North Carolina Supreme Court Library
North Dakota Supreme Court Law Library
[Ohio] Supreme Court Law Library
Oklahoma State Library
Oregon Supreme Court Law Library
Pennsylvania State Library
[Philippine Islands] National Library
~~[Puerto Rico] Supreme Court of Puerto Rico~~ [illegible] 3-1-77
Rhode Island State Law Library
~~Rhode Island State Library~~ letter 3-5-73
[South Carolina] ~~Supreme Court Library~~ Legislative Council
South Dakota Supreme Court Law Library

VIRGINIA REPORTS

Tennessee State Law Library
~~Tennessee State Library & Archives~~ (letter, 3-6-69)
[U.S.] Library of Congress. Exch. & Gift Div. (8 cops. exp. ppd.)
Utah State Law Library
Vermont State Library
[Virginia] Clinch Valley College
[Virginia] College of Wm. & Mary Library (2 cops.)
[Virginia] George Mason University
[Virginia] James Madison University
[Virginia] Old Dominion University
[Virginia] Radford University
[Virginia] University. Alderman Library (2 copies)
Virginia Commonwealth University
V.P.I. & State Univ.
Washington State Law Library

Form L-16

VIRGINIA REPORTS

~~West Publishing Company~~ (letter 8-19-74)
West Virginia State Law Library
Wisconsin State Law Library
Wyoming State Library

11/7/80

VA:H

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VII. Inventory

§ 2.1-465. Printing management coordination. — The Division may establish criteria and procedures to obtain more economical operation of State printing facilities, provide guidelines to agencies regarding the most beneficial utilization of duplicating and reproduction equipment, and to centralize printing, duplicating and reproduction equipment and services. (Code 1950, § 2.1-243.1; 1972, c. 503; 1976, c. 759; 1977, c. 672.)

§ 2.1-466. Printing of annual reports of State agencies. — The Division shall provide State agencies with technical assistance and advice, as far as may be practicable, in the manner and method of preparation of copy for, format of, method of reproduction of, etc., annual reports, whether required by statute or otherwise to be submitted to either the Governor or some other official or controlling body, board, commission, etc., of the State. If the Governor so directs, the Division shall edit for the purpose of reducing and condensing the reports, but the content of any annual report constituting all or any part of a formal opinion or decision of any administrative agency or tribunal shall not be subject to any editorial change or deletion.

The cost of printing annual reports shall be borne by the agencies of the government for which said reports are printed.

In the printing of annual reports, as in all classes of the State work, the officer preparing the report or other documents shall in all cases be responsible for the matter contained therein. (Code 1950, §§ 2.1-264, 2.1-265; 1966, c. 677; 1972, c. 494; 1977, c. 672.)

§ 2.1-467. Distribution of annual reports. — Unless otherwise provided by law, the Division shall cause to be distributed by the reporting department, agency or institution, the printed volumes of annual reports as follows:

1. One or more copies to the Governor, as he may direct;
2. One copy to the President of the Senate;
3. One copy to each member of the General Assembly;
4. One copy to each institution and head of department;
5. Two copies together with such additional copies as may be necessary for exchange purposes to the State Library;
6. One copy to the Clerk of the Senate for the use of the Senate and one copy to the Clerk of the House of Delegates for the use of the House;
7. Such number of copies to the Law Library of the University of Virginia as may be designated by the Law Librarian, pursuant to § 2.1-540 of the Code of Virginia; and
8. One copy to the Division of Purchases and Supply, Department of General Services. (Code 1950, § 2.1-265; 1966, c. 677; 1972, c. 494; 1977, c. 672.)

§ 2.1-467.1. Definitions. — As used in §§ 2.1-467.2 through 2.1-467.8, *"agency"* includes every agency, board, commission, office, department, division, institution or other entity of any branch of the State government. *"Publication"* includes all unrestricted publications of whatever kind which are printed or reproduced in any way, published or issued by an agency of the State in full or in part at State expense. (1977, c. 672.)

§ 2.1-467.2. Agencies to furnish copies to State Library. — Every agency shall furnish two copies of each of its publications at the time of issue to the Virginia State Library. The State Librarian may require an agency to deliver to the State Library not exceeding one hundred additional copies of any publication delivered to him under this section. (1977, c. 672; 1979, c. 403.)

The 1979 amendment deleted "and shall deliver one copy to the Division of Purchases and Supply at the same time" following "Virginia State Library" at the end of the first sentence.

§ 2.1-467.3. Review and recommendations by Division of Purchases and Supply. — When the Division of Purchases and Supply receives publications from an agency it shall review such publications and furnish such agency with suggestions concerning the most economical methods of printing, binding and mailing such publications. (1977, c. 672.)

§ 2.1-467.4. Records to be kept by agencies; information to be furnished to State Librarian upon request. — A. Every agency shall maintain such records of the cost of printing and distributing publications, and the revenue therefrom, as are necessary to disclose the actual costs of such publication and mailing and the revenue received therefrom. In addition to other expenses, there shall be included in the cost of publication the cost of purchased materials, staff time and the expenses involved in printing and mailing any such publication. Each agency shall furnish to the State Librarian such records of costs of printing and distribution, along with such additional information relating to cost of printing and distribution of such publications as shall be specifically requested by the State Librarian.

B. [Repealed.] (1977, c. 672; 1979, c. 403.)

The 1979 amendment added the last sentence in subsection A, and deleted subsection B, which required the submission of information with regard to the printing and distribution of agency publications.

§ 2.1-467.5. Annual inventory. — The State Librarian shall compile an annual inventory of all publications of all State agencies, to include the number of each such publication printed, the cost of such printing, the balance remaining and the location thereof. (1977, c. 672; 1979, c. 403.)

The 1979 amendment substituted "State Librarian" for "Division of Purchases and Supply" near the beginning of the section.

§ 2.1-467.6. Distribution of publications to members of General Assembly; mailing lists. — State agencies may send their publications to each member of the General Assembly, unless such member shall have filed with the Division of Purchases and Supply a request that he not be sent such reports or not be sent reports from agencies named by him and that his name be deleted from the mailing list; such Division shall notify all agencies involved. State agencies shall update their mailing lists annually and shall limit the quantities printed to the reasonably foreseeable demand. (1977, c. 672.)

§ 2.1-467.7. State Librarian to prepare and publish catalog. — The State Librarian shall prepare, publish and make available annually a catalog of publications printed by State agencies. Each such publication shall be indexed by subject, author and issuing agency. The date of publication of each listed publication shall be noted in the catalog together with information showing, in appropriate cases, that library copies only are available. To the extent such information is available, the catalog shall set forth the price charged, if any, of each publication and how and where the same may be obtained. (1977, c. 672.)

§ 2.1-467.8. Distribution of catalog. — The catalog shall be made available without cost to persons indicating a continuing interest in such catalog. Copies sent out of state shall be on an exchange basis or at a price sufficient to equal the unit cost of printing and mailing; complimentary copies may be made available by the State Librarian. (1977, c. 672.)

I. 1.

PROCESSING STATE DOCUMENTS

1) Record on kardex

2) date stamp 2 copies for the State Library collection; plate hardbound volumes

3) make statistical record

4) distribute

5) 2 library copies are recorded and cataloged for Check-List, then put on shelves for cataloging or serials

6) documents are cataloged

I. 2a

ACQUISITION OF STATE DOCUMENTS

Authority

The Code of Virginia, section 2.1-467.2 requires state agencies to furnish the State Library with two copies of each publication. We may also request up to 100 additional copies of each. All agencies should be aware of this law, but most frequently need reminding.

Copies Requested

We request copies as follows:

In general	20copies
Annual Reports (including Opinions of Atty.Gen.)	60 copies
Acts of Assembly	85 copies
House Journals	45 copies
Senate Journals	45 copies
House & Senate Documents	55 copies
State Corporation Commission Report	55 copies
Secretary of the Commonwealth Report	2 hardbound, 55 paperback
Code of Virginia (Law Lib. distributes)	4 copies come from Michie Pub. Co.
Virginia Reports (Cases Decided in the Supreme Court)	70 copies

For mailing lists for major publications, see page

Exclusions

All major publications are recorded and added to the collection. We do not add memos, forms, or certain brochures, flyers, pamphlets, etc. to the collection. These items of questionable value to the collection are to be reviewed by the Documents Librarian, Head of Technical Services, Head of Public Services and Head, General Library Branch.

Claims

If an inadequate number of copies is sent, or if receipt of a serial is deemed overdue, or if we learn of a publication we do not have, the Library Assistant must call the appropriate agency and request the missing item(s). If the agency refuses to comply even after the law has been quoted and explained, a letter signed by the State Librarian to the agency may be necessary.

ACQUISITION OF STATE DOCUMENTS

Identifying Documents Not Sent by Agencies

The Library Assistant will regularly check the Library of Congress' Monthly Checklist of State Publications Virginia section to make sure the State Library has received each item listed. The Library Assistant must contact the agency for each item not received.

The annual inventory of all agencies publications may reveal documents not received. The annual publication Virginia State Publications in Print may be checked against this inventory and our holdings to make sure everything is included.

BEST COPY AVAILABLE

RECORDING STATE DOCUMENTS

Serials

Definition of a serial (ALA): " A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic series."

Use the serials check-in card (see below) to record serial publications, as follows:

1) Type agency name and title at top of card; type title at bottom of card for locating in kardex

2) Fill in:

   a) Volume and/or number, if any. If printed number is incorrect, add correct number in brackets. Pencil in correction on publication.

   b) Date - date printed on publication

   c) Cops. - number of copies received

   d) Recd. from - usually agency or printer or Purchases & Supply

   e) Sent - stamp date sent to depository libraries (see page)

   f) Remarks - number sent to be cataloged (usually 2, sometimes 1)

3) Other helpful information can be added as found, E.g. feequency, name and number of person in agency to contact, whether an issue was available, etc.

4) If [illegible] serials, attach note to document so stating.

Dept. of Agriculture and Consumer Services
Agricultural newsletter. monthly

Mr. Thomas
786-3123

VOL.	NO.	DATE.	COPS.	RECD.	RECD. FROM	SENT	REMARKS
1	1	[illegible]	20	3-25-80	Agency		2 to Cat.
1	3[2]	[illegible]	20	4-18-80	"		"
1	3	[illegible]	20	5-21-80	"		"
		no more		published	per phone call		
					7/28/80		

Form L-16 Agricultural newsletter

EXAMPLE

I. 3b

BEST COPY AVAILABLE

RECORDING STATE DOCUMENTS

Separates

Record information on a separates card (see below) as follows:

1) Type agency and title at top of card; type title at bottom of card

2) Fill in:

    a) number of copies received

    b) Recd. - date received

    c) Received from - agency or printer

    d) Remarks - number sent to be cataloged

    e) Cops. sent - number copies and depositories sent to stamp date sent when shipped (see Distribution, below)

3) Pencil in upper right corner date published. If this is unknown, put down date received.

If the separate is over 1 year old, file in card file, not in kardex. If it is new, keep the card in kardex for about 1 year.

[illegible] added to the collection.

General Assembly. Joint Legislative Audit and Review Commission.
Report on legislative activities, 1975-80. July 1980

COPS.	RECD.	RECEIVED FROM	REMARKS
20	3-11-80	Purchases&Supply	2 to Cat.

COPS.	SENT	SENT TO	COPS.	SENT	SENT TO
2	4-29-80	L. C.	1		Center Research Libs.
2		Univ. of Va.	1		George Mason
1		W. & M.	1		James Madison
1		V.P.I.	1		Old Dominion
1		Radford	1		Longwood
1		V.C.U.	1		Patrick Henry C.C.
1.		Clinch Valley			

Report on legislative activities, 1975-1980

EXAMPLE

N.Y.P.D. Sheet Protector PS-5

I 3c

RECORDING STATE DOCUMENTS

Finding Cards (Kardex)

For each current separate and each new serial, type a finding card (see below) for the title, indicating agency where title is filed in the kardex. File alphabetically by title in finding lists at end of kardex, serials in serials finding list and separates in separates finding list. Be sure to remove finding card and destroy if when the check-in card is removed from the kardex.

Report on legislative activities, 1975-1980

SEE

General Assembly. Joint Legislative Audit and
Review Commission

Report on legislative activities, 1975-1980

RECORDING STATE DOCUMENTS

Separates In-Process Card

Fill in the In-Process Card (below) for each separate title.

Author - if personal author(s) enter author's name. Otherwise, enter agency, using Library of Congress heading form. (Use Virginia authority file to ascertain proper form. If agency is not in authority file, consult Documents Librarian)
Source - usually agency
Dealer, date ordered and price are not applicable.

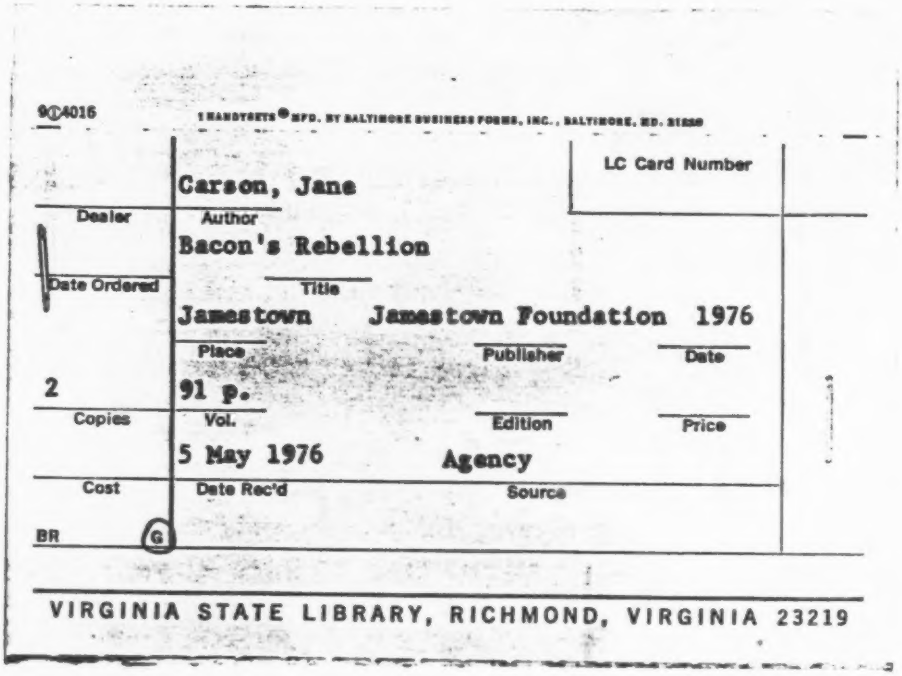
Give in process cards to the Documents Librarian, who will check the information on the card and distribute the copies as follows:

yellow - Cataloging Section's In Process file (end of shelf list)

green - Cataloging Library Assistant's desk, to be filed in public catalog

pink - Order Section, to be filed in On Order & Received file

white - discard



9①4016 1 HANDYSETS ® MFD. BY BALTIMORE BUSINESS FORMS, INC., BALTIMORE, MD. 21230

LC Card Number

Dealer
Author: Carson, Jane
Title: Bacon's Rebellion
Date Ordered
Place: Jamestown
Publisher: Jamestown Foundation
Date: 1976
Copies: 2
Vol.: 91 p.
Edition
Price
Cost
Date Rec'd: 5 May 1976
Source: Agency
BR Ⓖ

VIRGINIA STATE LIBRARY, RICHMOND, VIRGINIA 23219

DOCUMENTS FILES

Kardex

All currently published serials and separates published within the last year are kept in the kardex alphabetically by agency and within each agency by division. Guide cards separate the agencies and divisions. Cards for discontinued serials and separates over one year old are removed and put in the metal card files. Finding lists by publication title are kept at the end of the kardex to aid in retrieving cards. The finding list card is removed and destroyed when a check-in card is removed from the kardex.

Metal Card File

Check-in cards for about five years are kept in this file, also arranged by agency.

Wooden file

Everything older than five years is kept here.

STATISTICS

The Library Assistant keeps and 8 1/2" x 11" note pad with and enumeration of each day's statistics. After the day's date, the number of documents received is recorded for each individual title.

On 4" x 6" lined cards, the Library Assistant records the number of copies sent out to other libraries.

General Assembly

Do not count until the session is over. Then, make one count using check-in cards. Do not record this count in the above tallies. Put the entire count in the January-March quarterly report, as a separate count from other documents.

I 6a

DISTRIBUTION OF DOCUMENTS

Depository libraries

The State Library distributes copies of state documents to 11 libraries in Virginia as well as the Library of Congress and Center for Research Libraries in Chicago. We request 20 copies of each document (except annual reports and major publications) to be distributed as follows:

2 - State Library
2 - Library of Congress
2 - University of Virginia
1 - College of William and Mary
1-- Virginia Polytechnic Institute and State University
1 - Radford University
1 - Virginia Commonwealth University
1 - Clinch Valley College
1 - George Mason University
1 - James Madison University
1 - Longwood College
1 - Patrick Henry Community College
1 - Center for Research Libraries
3 - 8th stack duplicates

(see next page)

When we receive fewer than 20 copies, we distribute to as many places as possible, sending at least one to the Library of Congress. If we receive only 2 copies, we keep these for the State Library collection.

The Library Assistant will keep a list of all documents which are not distributed to all Virginia depositories (i.e. less than 14 copies) Information on the list should include agency, short title and date of publication. This list will be compiled approximately monthly in the form of a bibliography and sent to the depositories. The depositories will thereby know what they have not received so that they may attempt to obtain the document on their own, if they desire.

When the distribuiton boxes are full, the Library Assistant takes the documents from Library of Congress' box and date stamps the kardex record, so we will kn ow when the documents were sent out. Then the Library Assistant ties up each library's documents and clips a mailing label for the library to the bundle. Then the bundles are mailed by the Mail Room staff.

In Record of Shipments notebook, record shipment number and date mailed If General Assembly materials are sent, so indicate in parentheses.

DISTRIBUTION OF DOCUMENTS

Distribution of Major Publications - Annual Reports

Annual reports are distributed to the depository libraries and to exchange libraries. The annual reports to go to exchange libraries are distributed in piles in the bookshelves on the Broad St. wall. When the piles are large enough, they are mailed out to the libraries on the mailing list (see below) The Library Assistant types mailing labels, ties the documents in bundles and notifies the mail clerk that they are ready to be mailed.

Distribution of Major Publications - Other Major Publications

Acts of Assembly
House Journals
Senate Journals
House & Senate Documents
State Corporation Commission Report
Secretary of the Commonwealth Report
Virginia Reports

The above major publications will be delivered to the loading dock and the mail clerk will notify us of their arrival. First,count the number of copies delivered to make certain enough copies were delivered. Then record on kardex, as above. Type mailing labels for libraries on mailing list and give them to the mail clerk to be sent out. Make check mark on mailing list card when the mailing label is typed. Date stamp kardex record when they are mailed. The two State Library copies should be date stamped and plated before being sent to be cataloged.

Distribution of State Documents:

cop. 1-2	General Library, VSL
cop. 3	8th stack duplicates
cop. 4-5	Library of Congress
cop. 6-7	Univ. of Virginia
cop 8	William & Mary
cop. 9	V. P. I.
cop. 10	Clinch Valley College
cop. 11	Old Dominion Univ.
cop. 12	James Madison Univ.
cop. 13	Radford Univ.
cop. 14	V.C.U.
cop. 15	George Mason Univ.
cop. 16	Longwood College
cop. 17	Patrick Henry C. C.
cop. 18	Center for Research Libraries
cop. 19-20	8th stack duplicates

DISTRIBUTION OF DOCUMENTS

Major Publications Mailing List

The major publications mailing list is at the end of the state documents kardex. Each exchange library has a card (see below) which includes the mailing address of the library and indicates which publications the library receives. Following the mailing list is a list of major publications with cards specifying which libraries receive the publication in question. When a major publication is delivered to the State Library, the Library Assistant types mailing labels referring to the mailing list for addresses.

Wyoming State Library
Supreme Court Building
Cheyenne, Wyoming 82001

				2c.	1c.	1c.						
	ACTS	ANN RPT	C C RPT	H JOUR	S JOUR	S&H DOCS	VA RPTS	SEC OF COMM				
1975				✓	✓	✓						
1976				✓	✓	✓						
1977				✓	✓	✓						
1978				✓	✓	✓						
1979				✓	✓	✓						
1980												
1981												
1982												

(EXAMPLE)

DUPLICATES

All duplicates are shelved alphabetically by state agency on the 8th stack. They are kept in the event of the necessity for replacing items in the library collection. Duplicates must also be weeded so that we have the following number of documents:

Separates - always keep up to 5 copies

Annual reports - keep all the extras (10-15 copies) for the current year;

after 1 year, keep five copies

after 5 years, keep 3 copies

Serials - keep all for 5 years

after 5 years, weed to 3 copies

Major publications - (Acts, Va. Reports, Etc.) - keep all

After the documents have been checked in on the documents kardex, date stamped and, in the case of separates, in-process slips typed, the two library copies are put on the truck for cataloging for the checklist.

The Library Assistant A in the Documents Section responsible for the Checklist cataloging will then do descriptive cataloging for each item. (see below) After the Documents Librarian revises the work, the Library Assistant segregates separates and serials. Serials which are periodicals are put in the basket on the Serials kardex to be checked in. Monographic or irregular serials and annuals are to be put on the Serials' Library Assistant's shelf marked "State Documents." The Documents Library Assistant will search all separates on the OCLC data base and then shelve all separates without cataloging copy by state agency in the documents cataloging backlog area.

RECORDING SERIALS

Record these documents on the 3" x 5" check-in cards found in the wooden file on the Library Assistant's desk. Serials (publications which come with some regularity, (e.g. annually, weekly, monthly), will be the only documents found in this file. Check-in cards are filed alphabetically by state agency, then alphabetically by title of publication. Keep in mind that the titles of serial publications often vary slightly or change altogether. Frequency may also change. Record the publication on the check-in card as shown:

University of Virginia, Charlottesville. Insti-
tute of Government.
The University of Virginia news letter.

[illegible] 1975 [illegible], no 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
[illegible] [illegible], no. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
[illegible] [illegible], no. 1, 2, 3, 4, 5

If the document is a new serial, it will come with a note attached to that effect. In this case, make a new card to put in the file for recording. If any questions arise, (for example, the numbering of a particular serial does not follow that which has already been recorded, or issuing agency is in question) consult Documents kardex.

After serials have been recorded in the card file, place tham on the truck in order by agency. At the end of the quarter, they are all cataloged at one time for the checklist.

DESCRIPTIVE CATALOGING

Separates

If a card for a publication cannot be found in the check-in file, the publication most likely is a separate. This can be verified in the kardex or the in-process file in Cataloging.

Do descriptive cataloging using Anglo-American Cataloging Rules and conforming to previous checklists as closely as possible. The Documents Librarian revises all cataloging, returning cards with any corrections to be made. Cards are marked OK in upper left corner when cataloging is satisfactory.

Serials

At the end of the quarter, catalog the serials received and held on the truck. List only the issues in hand. Use AACR and previous checklists for cataloging.

Non-current Publications

Often we will receive publications issued previous to the current year. These are handled exactly the same way as current publications, except that the serials can be cataloged immediately upon receipt. The item slip will show an asterisk (*) preceding the title to indicate that it was issued previous to the current year. For non-current serials, add the note: "Of issues for 19-- not previously recorded, the State Library has: ... "

PREPARING THE QUARTERLY CHECKLIST

A quarterly checklist is prepared in-house for the periods: January-March, April-June, July-September, August-December.

1. Catalog all serials received during the quarter.
2. Arrange all cards for the quarter's cataloging in alphabetical order by issuing agency and interfile by title.
3. Proofread all cards.
4. Where there are several items issued by the same agency, cross out the entry on all cards except the first, indicating to the typist that the entry should be typed only once and that all succeeding items have the same entry. Combine all items with identical entries using paper clips or rubber bands.
5. Submit cards to typist (Technical Services secretary) who will type on composer.
6. Proofread the typed pages and mark any corrections in the margin. After typist h has finished corrections, submit copy to Documents Librarian.
7. Documents Librarian checks copy for errors and submits it with Request for Printing form, requesting 325 copies to be run. Photolab does duplication; Cavalcade Office handles mailing.

BEST COPY AVAILABLE

Department of Highways and Transportation. Location and Design Division. Hydraulic Section
Drainage manual ...

[illegible]

* Department of Highways and Transportation. Location and Design Division
Let's take a look ...

Card 7

~~Department of Highways and Transportation~~. Division ~~of Traffic and Safety~~
City & town maps ...

Card 6

Department of Highways and Transportation. Division of Traffic and Safety
Average daily traffic ...

Card 5

~~* Department of Highways and Transportation~~
* Road and bridge specifications ...

Card 4

~~Department of Highways and Transportation~~
Final allocations ...

Card 3

[illegible]

~~* Department of Highways and Transportation~~
* Construction manual ...

Card 2

~~Department of Highways and Transportation~~
Bulletin ...

Card 1

Department of Highways and Transportation

ANNUAL CHECKLIST - LIBRARY ASSISTANT'S DUTIES

The Checklist is published in July each year. It lists all documents received by the Library in the past calendar year and as many documents as possible with imprints from the past year.

March 15th is the cut-off date after which no more documents dated the previous year will be accepted for cataloging. Any documents dated the past calendar year and received after March 15 will be listed in the next Checklist. Any document dated the current year and received at this time will appear in the first quarter's checklist.

Interfile all cards used to prepare each of the quarterly checklists. For serials, combine onto one card the information from all four quarters. When every document received for the current checklist has been cataloged, the item cards must be arranged alphabetically by agency and agency division, then within each division by title.

For the aid of the compositor, cross out all headings for an agency division after the first one used. Submit cards to the Documents Librarian for final proofreading and checking for alphabetization. When Librarian has approved the cards, put consecutive item numbers on cards, continuing numbering from the previous year's checklist. Next, clip or rubberband all cards from the same agency division together for compositor's convenience.

Indexing

The Library Assistant should index at opportune times throughout the year so the entire job will not be left to the last minute. Pencil in index entry(s) at the bottom of each card. Include in the index: issuing agency's name, personal author(s), cooperating agency's name, periodical titles, subjects. For subject headings, be a specific as possible yet general enough to minimize the number of entries. Use previous years' indexing as a guide. Try to use the same terms as used previously, to ease work on cumulative indexing. A cumulative index is done every 5 years, beginning with the 1971 Checklist. (E. g. 1971-1975; 1971-1980...)

To prepare the index, type entries on 3 x 5 slips of paper. After the checklist is complete and numbered, go through consecutively and type slips for index

[illegible]

~~William and Mary College, Williamsburg~~,
Summer School, 3630

~~William and Mary College, Williamsburg~~,
Richard Bland College, Petersburg, 3620;

~~William and Mary College, Williamsburg~~,
Marshall Wythe School of Law, 3607;

~~William and Mary College, Williamsburg~~,
Alumni Association, 3605;

William and Mary College, Williamsburg 3600-
3630;

Keep the cards in alphabetical order. The more items that are indexed, the less the number of cards to be made will be--many of the same entries will appear on more than one item slip. If a card has already been made for an index entry, simply add the number of the item slip to the already existing card:

Willson, W. M., 1068, 1070, 1077

10. The index will ~~not~~ also be sent to the ~~printer~~ compositor. ~~to have the type set; rather, it will be typed in the Library~~. After each index entry and the numbers of item slips on which that entry appears has been put on cards, make sure all cards are in alphabetical order. To make it easier for the typist, put all the cards having to do with the same entry together with paper clip or rubber band. Like the item slips, it will be necessary to mark out all index entries except the first, so that the typist will know to put all succeeding cards under the same entry. Put semicolons at the end of each card except the last:

When typed in the index, the entry for William and Mary College will appear as follows:

William and Mary College, Williamsburg, 3600-
3630; Alumni Association, 3605; Marshall
Wythe School of Law, 3607; Richard Bland
College, Petersburg, 3620; Summer School,
3630

ANNUAL CHECKLIST - LIBRARIAN'S DUTIES

1. In mid-March, confer with head of Publications about the timetable for submitting cards for compositor. Publications will handle printing bids and contract for compositor, including all communications with printers and the Division of Purchases and Supply. They also handle the revision of the prefatory material and the State Library Publications list.
2. Carefully revise all cards to be entered in the checklist. Make sure the alphabetization is accurate. Return cards to the Library Assistant for item numbering and paper clipping. When copy is complete, submit to Publications for transmission to the compositor and printer.
3. Proofread (with Library Assistant) returned proofs, using standard proofreader's marks. Second proof should be page proof. Proofread the corrections only on the second proof.
4. Final preparations and distribution are handled by the Publications Department.

VIRGINIA STATE PUBLICATIONS IN PRINT

1. In May of each year a memo is sent from the State Librarian to all state agency heads. (see next page) In April, the Documents Librarian updates the memo and submits it to the State Librarian for approval. The Technical Services secretary types the memo; Documents Librarian submits "Request for Printing" form.
2. Library Assistant photocopies 2 copies of the page(s) from the previous VSPIP, one copy to send with the memo for agencies' revisions, and one copy to use in editing new edition.
3. Memo and photocopies are mailed, using mailing list kept in VSPIP folder. (Desk clerk in lobby does this)
4. As forms are returned, Library Assistant makes deletions and additions on second photocopy of previous year's VSPIP. Type additions neatly, attempting to maintain alphabetical or numerical order. Using ruler, cross out deleted entries.
5. Librarian consults with Head of Publications concerning printing arrangements. Bids and all printing concerns are handled by Publications.
6. Librarian checks copy before submitting to the printer. Delinquent agencies will need to be reminded to complete and return their copies. If an agency still does not respond, submit previous year's information to printer.
7. Librarian and/or Library Assistants edit proof using standard proofreaders marks.
8. Mailing and mailing lists of completed publication are handled by Cavalcade Office.

BEST COPY AVAILABLE

COMMONWEALTH *of* VIRGINIA

VIRGINIA STATE LIBRARY

RICHMOND 23219

DONALD HAYNES
STATE LIBRARIAN

~~May 1978~~ June 1979

TO: State Agency Heads

SUBJECT: Virginia State Publications in Print

In conformity with Section 2.1-301 of the CODE, the State Library assembled and printed last year the ~~thirteenth~~ fourteenth edition of VIRGINIA STATE PUBLICATIONS IN PRINT. Under this law, this pamphlet is to be revised and reprinted each year.

We enclose a copy of the pages containing the list you sent in last year, which should be brought up to date and returned to us.

On the copy please (1) correct any errors in listing, (2) strike from the list items which no longer are available, and (3) add all new items now available published between July 1, 1978, and June 30, 1979. Include items which are in press now and will be available by June 30, 1979. If space on the pages is not sufficient for these new items, list them - new items only - on a separate sheet, returning both the pages and new sheet to us immediately, but no later than ~~June 23, 1978~~ July [illegible] 1979. When listing new items please follow the form of the present entries.

"Publications" means books, periodicals and other serials, pamphlets, reports, maps, reprints, etc., issued for sale, distribution, or public notice; it excludes business forms. It includes all items whether paid for by general or special funds.

If there are any questions concerning this publication, please contact Mrs. Grace Erhardt at 62328.

Yours very truly,

Donald Haynes

Donald Haynes

DH/bw
Enclosure

GENERAL ASSEMBLY

In December the Division of Purchases and Supply sends a form for us to designate the number of copies of General Assembly publications we need. When our request is processed, Purchases and Supply sends us notification of our box number in the bill room.

A VSL mail room clerk is sent daily to the bill room, no. 3, basement, esat side, General Assembly building to pick up our box(es) of bills. The Documents Librarian should check with the bill room (786-6984) at least a week before the General Assembly convenes to find out when pick-ups should begin. Many bills are pre-filed in December and will be printed before the session begins.

Distribution

When the mail room clerk delivers the bills, Documents personnel will sort them in two batches for distribution. First sort copies are delivered immediately to: Mr. Haynes, Reference, Archives, and Documents(2 copies to be retained for General Library collection). The second sort is for the documents exchange program. (see next sheet for distfibution locations)
Three copies are kept as duplicates; these are retained in the Documents Section in green boxes until December. In December, the House and Senate Documents and the Cumulative indexes are taken to 8th stack for storage. The bills, resolutions, calendars are discarded. Duplicates are kept in the event that a bill is needed and no longer available from Purchases & Supply (generally, for research purposes). We provide these free upon request.

Checking in General Assembly Publications

Bills

Bills are recorded by number. Most bills will be issued in more than one form, so at least 2 or 3 lines should be allowed for each number. Special designations ar are abbreviated as follows:

sub - substitute, amendment in the form of a substitute
[illegible] - reprint
[illegible] - enrolled
engr - engrossed

re-eng - re-engrossed
s re-en - substitute, re-engrossed
s en - substitute engrossed

Bills are cataloged 6or the Check-List after they are returned from the bindery.

Documents

House and Senate Documents are checked in as separates (unless the Documents is a serial, e.g. an annual report, in which case it is treated as a serial) A separate check in card for kardex is made, as well as and in-process card. The Documents Librarian determines the main entry for each of these cards. (see examples)

Documents are cataloged immediately for the Check-List.

BILLS AND DOCUMENTS DISTRIBUTION

Library

2 copies - Documents section. These will be bound in early summer.

1 copy - Office

1 copy - Reference

1 copy - Archives

Depositories

2 copies - Library of Congress

1 copy - each of Virginia depositories except VCU

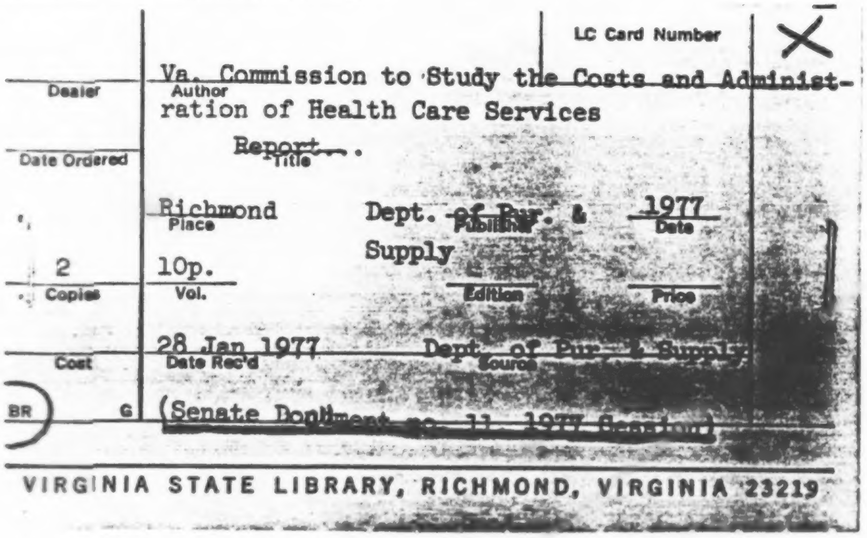
Remainder kept as duplicates in documents section.

After each box from the Bill Room has been distributed, send bills immediately to State Librarian.

Documents recording clerk records all materials feceived from the General Assembly. New cards are made each year for Kardex file.

BEST COPY

EXAMPLE OF IN-PROCESS CARD


LC Card Number ☒

Dealer

Author: Va. Commission to Study the Costs and Administration of Health Care Services

Date Ordered

Title: Report...

Place: Richmond
Publisher: Dept. of Pur. & Supply
Date: 1977

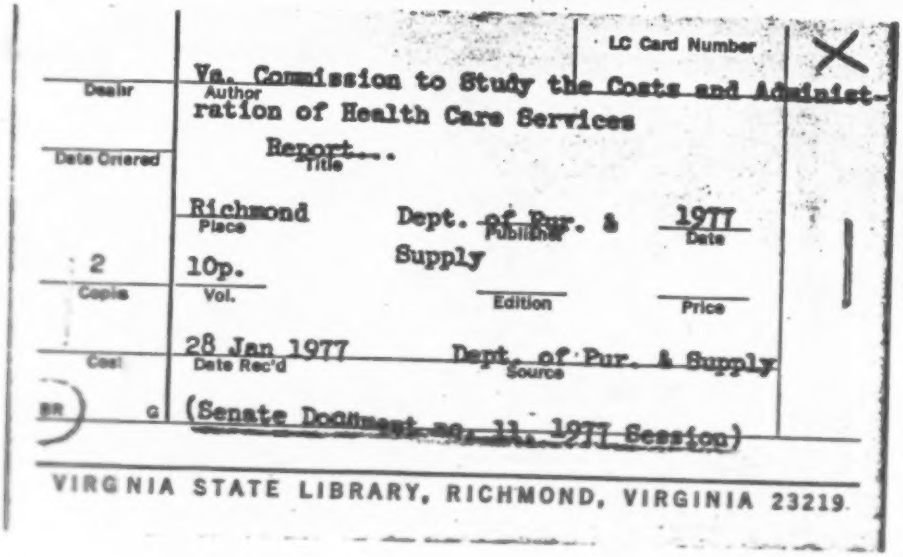
Copies: 2
Vol.: 10p.
Edition
Price

Cost
Date Rec'd: 28 Jan 1977
Source: Dept. of Pur. & Supply

BR G (Senate Document no. 11, 1977 Session)

VIRGINIA STATE LIBRARY, RICHMOND, VIRGINIA 23219

Place slip in front of drawer in Catalog Dept. labeled:" In-process file".


LC Card Number ☒

Dealer

Author: Va. Commission to Study the Costs and Administration of Health Care Services

Date Ordered

Title: Report...

Place: Richmond
Publisher: Dept. of Pur. & Supply
Date: 1977

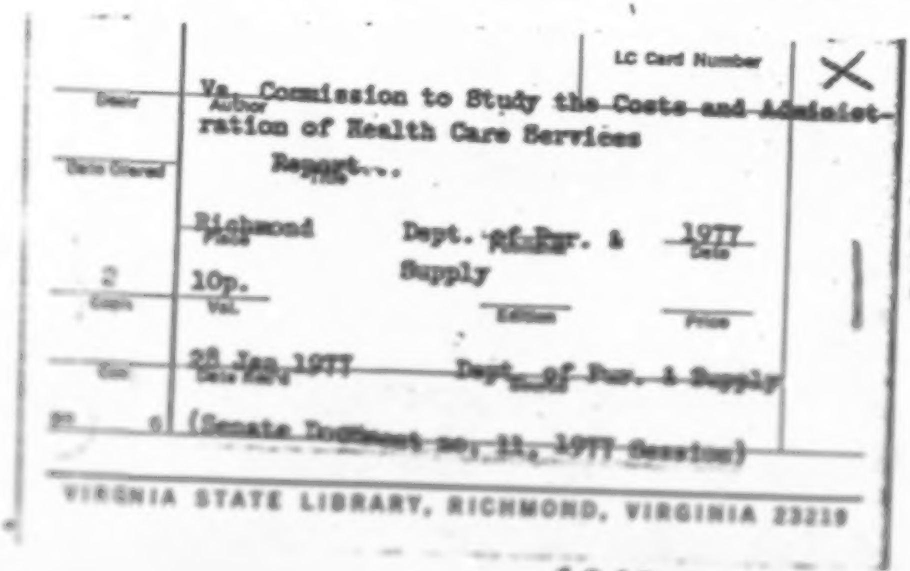
Copies: 2
Vol.: 10p.
Edition
Price

Cost
Date Rec'd: 28 Jan 1977
Source: Dept. of Pur. & Supply

BR G (Senate Document no. 11, 1977 Session)

VIRGINIA STATE LIBRARY, RICHMOND, VIRGINIA 23219

Place slip in Orders Dept. file in drawer labeled: "Orders in or Orders Received".


LC Card Number ☒

Dealer

Author: Va. Commission to Study the Costs and Administration of Health Care Services

Date Ordered

Title: Report...

Place: Richmond
Publisher: Dept. of Pur. & Supply
Date: 1977

Copies: 2
Vol.: 10p.
Edition
Price

Cost
Date Rec'd: 28 Jan 1977
Source: Dept. of Pur. & Supply

BR G (Senate Document no. 11, 1977 Session)

VIRGINIA STATE LIBRARY, RICHMOND, VIRGINIA 23219

Place slip in wooden tray on Clerk's desk. (To be filed in card Catalog.)

EXAMPLE OF SEPARATES CARD

Commission to Study the Costs and Administration of Health Care
Report...

COPS.	RECD.	RECEIVED FROM	REMARKS
20	1-28-77	Pur. & Supply	2 to Cat., etc.

COPS.	SENT	SENT TO	COPS.	SENT	SENT TO
2		L. C.	1		Univ. of Calif.
2		U. of Va.	1		Center for Research
2		Wm. & Mary	1		V. C. U.
1		V. P. I.			
1		N. Y.			
1		Ct.			

Report...
(Senate Document no. 2, 1977 Session)

Type in red or underline in red.

PREPARING GENERAL ASSEMBLY PUBLICATIONS FOR BINDING

1. General Assembly publications are usually prepared for binding sometime in July or August.

2. For binding purposes "carried over" items are bound separately from the regular session bills, and spines labeled as such.

3. Two copies of each item are filed together. Separate the copies and check to see that each set is complete and that each set contains the same items.

4. Arrange bills in numerical order, that the smalles number is on top and the largest number on the bottom.

5. Separate bills in stacks to be bound as volumes. Ideally, no volume should contain more than 4 inches of pages. Try to break pages at round numbers. (Use previous years as guides)

6. Secure all pages to be bound in one volume with string or rubber bands and attach a slip of paper with spine title and inclusive numbers.

7. Be sure that copy 2 volumes are exact duplicates of copy one volumes.

8. Send to Serials Section.

9. House and Senate Resolutions are not sent to the bindery. They are put in numerical order and fastened into pamphlet binders.

10. Calendars are bound.

11. It is easier to list contents of each volume as it is assembled on a sheet of paper--it facilitates descriptive cataloging when volumes are returned from the bindery.

12. All volumes, those bound and those in pamphlet binders, are cataloged for the Checklist at this point. List contents of each volume.

CATALOGING DOCUMENTS

1. Search on OCLC; if copy is found, give print-out to Cataloging Library Assistant
2. Check in-process file, make check mark in upper right corner
3. Catalog using AACR, OCLC, VSL cataloging worksheet
4. Select subject headings, check in subject heading file.
5. Select call number; check in shelf list.
6. Write call number on documents; star (*) copy 1
7. Insert pink "pamphlet binder" slip, if the documents need such treatment
8. Send to Cataloging Section for revision.

Authority file

The authority file for Virginia state agencies is located adjacent to the Documents Librarian's desk. To establish an entry, search LC, use Acts of Assembly, Code of Virginia, annual reports of the agencies or any other official state publication. Occasionally a Virginia authority card will be mistakenly filed in the C.I. file in Cataloging, so it is a good idea to keep checking in that file when a new authority card is made.

An accurate history should be made on the authority card to facilitate tracing the origins and endings of the agencies.

INDEX

Annual reports I2a, I 6b
Authority file VI 1
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Checklist II 1, II 2, V 2
  Quarterly II 4
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Copies I 2a, I 3a, I 3b, I 6a

Depository Libraries I 3a, I 6a

JDistribution of documents I 6a, I 6b, I 6c, VI, V 3

Duplicates I 7

Files I 4, VI 1

General Assembly I 5, section V

In-process card, I 3d, V ex. 1

Indexing III 1a, III 1b

Inventory I 2b

Kardex I 3a, I 3b, I 3c, I 4, II 2, V 1, V 2, V 3

Mailing lists I 6c, IV 1

Major publications I 2a, I 6b, I 6c

Monthly Checklist of State Publications I 2b

Separates I 3b, I 3d, I 3c, II 3, V ex. 2

Serials I 3a, I 3c, II 1, II 2, II 3, II 4, III 1a

Statistics I 5

Virginia State Publications In Print I 2b, IV 1

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VIRGINIA STATE LIBRARY
Cataloging Worksheet

BEST COPY AVAILABLE

010 L.C. Card No.
020 ISBN No.
040 Cataloging Source VIC [illegible]
041 Languages
049 Location VICC #[illegible] copies #c 1*, 2
050 Call no. (L.C.)
082 DDC No.
086 Govt. Doc. No.
090 Call no. (Local) F226 #b .V79
099 Free Text Call No.

Lang
Source
Repr
Enc. lvl I
Dat tp S
Mod rec
Desc i
Int lvl
Dates 1975
Govt pub - Ctry [illegible]

1 10 10 Main Entry Virginia. #b Dept. of Education. #b Division of Telecommunications.

✓ Au. Cd. ✓ C. I. ✓ Pub. Cat.

245 10 Title Notes on Virginia : #b an inquiry-based lesson guide for teachers.

250 Edition

260 0 Imprint Richmond : #b Division of Telecommunications, State Dept. of Education, #c c1975, 1977 [illegible].

300 Collation x, 191 p. : #b diagrs. ; #c 22 x 28 cm.

4 -- -- Series

Use Do not use

5 00 - Notes

651 0 NEW Virginia #x History #x Study and teaching [illegible] (Secondary)

Auth. Cd. (Over)

650 0 Subjects NEW [illegible] #x Study and teaching (Secondary)

6 - - - -

6 - - - -

6 - - - -

7 - - - - Added Entries

Au. Cd. C.I. Pub. Cat.

7 - - - -

Au. Cd. C.I. Pub. Cat.

7 - - - -

Au. Cd. C.I. Pub. Cat.

8 - - Series

VSL Orig. Cataloging [ ] ✓ VSL Recataloging [ ] Cataloger's Initials S Date [illegible]/17/[illegible]

/18

VIRGINIA STATE LIBRARY
Cataloging Worksheet

010 L.C. Card No.
020 ISBN No.
040 Cataloging Source VIC ≠c VIC
041 Languages
049 Location [illegible] ≠c 1*, 2
050 Call no. (L.C.)
082 DDC No.
086 Govt. Doc. No.
090 Call no. (Local) LB 1631 ≠b .V8 cop. 1
099 Free Text Call No.

Lang
Source
Repr
Enc. lvl I
Dat tp S
Mod rec
Desc i
Int lvl
Dates 1973
Govt pub S Ctry vau

110 10 Main Entry Virginia. ≠b English Service.

0 Au. Cd. 0 C.I. 0 Pub. Cat.

245 10 Title Resource units and an individualized free-reading program for English, grades 8-12.

250 Edition

260 0 Imprint Richmond ; ≠b English Service, Division of Secondary Education, State Dept. of Education, ≠c 1973.

300 Collation vi, 123 p. ; ≠c 23 cm.

4__ __ Series

Use Do not use

504 _ Notes Bibliography: p. 92-122.

Auth. Cd. (Over)

650 _0 Subjects ✓English language ≠x Study and teaching (Secondary)
650 _0 ✓English literature ≠x Study and teaching (Secondary)
650 _0 ✓ Reading (Secondary education)
6_ _ _ _

7_ _ _ _ Added Entries

Au. Cd. C.I. Pub. Cat.

7_ _ _ _

Au. Cd. C.I. Pub. Cat.

7_ _ _ _

Au. Cd. C.I. Pub. Cat.

8_ _ Series

VSL Orig. Cataloging [✓] VSL Recataloging [ ] Cataloger's Initials: [illegible] Date: 3/31/80

VIRGINIA

11/7/80

PROPOSED STANDARDS FOR STATE DOCUMENTS

Organization

1. Record its depository accessions
2. Minimum record should show the library's holdings and the call numbers or locations where they may be found.
3. Method of classification should be adopted for precise identification and location of materials requested by library users.

Maintenance

1. Collections should be maintained in as good physical condition as other library materials.
2. Libraries may withdraw publications retained for a period of at least five years.

Staffing

1. One person should be designated by the library to coordinate activities.
2. This person should be a professionally qualified librarian.

Service to the General Public

1. Libraries shall make depository collections available for the free use of the general public.
2. The library should provide to all users reference assistance with regard to depository publications.
3. The library should publicize the depository collection through displays and announcements of significant new titles.
4. All libraries should provide material on interlibrary loan. (in Va.)

L August 1980

11/7/80

VA:L

NON-DEPOSITORY PERIODICALS

The following is a list of Virginia state documents periodicals which the State Library receives in insufficient quantity to distribute to depository libraries. Please request copies/subscriptions from the issuing agency.

Commission for the Visually Handicapped. Talking book newsletter.

Department of Agriculture and Consumer Services. Virginia Cooperative Crop Reporting Service. Bulletin. monthly

Department of Aviation. Virginia aviation. quarterly

Department of Health. Bureau of Toxic Substances Information. Virginia Toxic Substances Information. irregular

Department of Health. Office of the Chief Medical Examiner. Medico-legal bulletin. bi-monthly

Department of Health. Pharmacy. The quarter grain.

Department of Highways and Transportation. Bulletin. bimonthly

Department of Highways and Transportation. Construction report. quarterly

Department of Labor and Industry. Division of Mines and Quarries. Coal mining and quarrying. quarterly

Department of Mental Health and Mental Retardation. Summary of general statistics. monthly

Department of Mental Health and Mental Retardation. Identity.

Department of Planning and Budget. Library bulletin. monthly

Department of Rehabilitative Services. The linker. bimonthly

Department of Rehabilitative Services. New books. bimonthly

Department of State Police. Virginia trooper. quarterly

Department of State Police. Virginia uniform crime reporting newsletter. monthly

Department of Welfare. Bureau of Research and Reporting. Public welfare statistics. quarterly

Division of Legislative Services. Calendar of events. semi-monthly

Eastern State Hospital. The Eastern Statesman. monthly

Employment Commission. Manpower Research Division. Summary of local non-ag activities. monthly

George Mason University. GMU today. quarterly

eorge Mason University. Department of History. Northern Virginia heritage.
3 no. a year

James Madison University. Montpelier. quarterly

Lynchburg Training School and Hospital. This week. biweekly

Lynchburg Training School and Hospital. The LTSH observer. quarterly

Mary Washington College. Library. News and views from Trinkle. 4 no. a year

Medical College of Virginia. MCV/Q. quarterly

Medical College of Virginia. MCV Hospitals news.

Milk Commission. Milk market information bulletin. monthly

Office of the State Climatologist. Virginia climate advisory.

Old Dominion University. Alumnews.

Old Dominion University. Doris Lessing newsletter.

Old Dominion University. Victorians Institute Journal.

Rehabilitative School Authority. Zephyr.

State Apple Commission. Apple bulletin. irregular

State Bar. Virginia bar news. monthly

State Board of Medicine. Board briefs. quarterly

State Board of Nursing. Newsletter.

State Fire Services Commission. All hands. bimonthly

State Library. Virginia cavalcade. quarterly

State Office on Volunteerism. Volunteer Virginia. quarterly

State Penitentiary. FYSK [Facts you should know]

State Water Control Board. Bureau of Water Control Management. Planning bulletin.

State Water Control Board. Basic data bulletin.

State Water Control Board. Information bulletin.

University of Virginia. Alumni news.

University of Virginia. Inside UVA.

University of Virginia. Opportunities.

University of Virginia. Computing Center. Newsletter. monthly

University of Virginia. Corcoran Department of History. Newsletter.

University of Virginia. Division of Continuing Education. The leaguer.

University of Virginia. Division of Continuing Education. League notes.

University of Virginia. Institute of Government. Newsletter.

University of Virginia. Library. Chapter & verse.

University of Virginia. Library. Manuscripts Division monthly news notes.

University of Virginia. Library. Shipping list.

University of Virginia. Medical Center. The draw sheet. monthly

University of Virginia. Medical Center. Children's Rehabilitation Center. Handicapped Children's Clinic newsletter. quarterly

University of Virginia. Medical Center. Division of Social Work. Virginia child protection newsletter. quarterly

University of Virginia. Medical Center. Health Sciences Library. News.

University of Virginia. Medical Center. Pharmacy Department. Milli-gram. monthly

University of Virginia. School of Engineering and Applied Science. Virginia engineering review.

University of Virginia. School of Law. Virginia law review. 8 nos. a year

University of Virginia. Tayloe Murphy Institute. Virginia quarterly gross state product.

Virginia Commonwealth University. VCU magazine. quarterly

Virginia Commonwealth University. Tompkins-McCåw Library. Tompkins-McCaw Library Times.

Virginia Military Institute. Alumni review. quarterly

Virginia Museum of Fine Arts. Arts in Virginia. quarterly

Virginia Museum of Fine Arts. Virginia Museum bulletin. 9 nos. q year

Virginia Polytechnic Institute and State University. Water Resources Research Center. Water news.

Virginia Polytechnic Institute and State University. Wood Research and Wood Construction Laboratory. Bulletin.

Virginia School for the Deaf and Blind. Virginia guide.

Virginia State University. Bureau of Economic Research and Development. BERD'S eyeview.

Virginia State Office of Minority Business Enterprise. Quarterly report.

Virginia Truck and Ornamentals Research Station. Vegetable growers news. monthly

Virginia Truck and Ornamentals Research Station. Virginia ornamentalist. bimonthly

William and Mary College. William and Mary quarterly.

William and Mary College. Bureau of Business Research. Virginia business report. Monthly (except July)

William and Mary College. Department of History. William and Mary historian.

William and Mary College. Library. Recent acquisitions.

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September 17, 1980

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VIRGINIA STATE DOCUMENTS NOT DISTRIBUTED

The following is a list of Virginia state documents (excluding periodicals) received by the State Library in insufficient quantity to distribute to depository libraries. Any requests for these documents should be directed to the issuing agency.

Code Commission. Code of Virginia, 1950. Volume 5, 1980 replacement volume.
Charlottesville: Michie Company, 1980.

Department of Conservation and Economic Development. 21st annual Virginia Salt Water Fishing Tournament,. 1978.

________. 22nd annual Virginia Salt Water Fishing Tournament, 1979.

________. 23rd annual Virginia Salt Water Fishing Tournament, 1980.

Department of Highways and Transportation. Traffic and Safety Division. Secondary traffic tabulation. 9 nos.:

- Bath County
- Bland County
- Brunswick County
- Clarke County
- Essex County
- Fluvanna County
- Louisa County
- Madison County
- Prince Edward County

Department of Mental Health and Mental Retardation. Data Services Division. Active patients at state mental health facilities as of June 30, 1980.

Division of Motor Vehicles. Motor vehicle laws of Virginia, 1978 cumulative supplement. 1978.

James Madison University. Honor Council. From the desk of the Honor Council, answers to questions on plagiarism and unauthorized collaboration and other notes.

Mary Washington College. Faculty and staff directory, 1980-1981.

Old Dominion University. Bureau of Business and Economic Research. The economic impact of Virginia's ports on the Commonwealth.

State Corporation Commission. Securities Act. 1980.

________. Take-Over-Bid Disclosure Act. 1980.

State Library. Cavaliers and pioneers; abstracts of Virginia land patents and grants, supplement, Northern Neck grants no. 1, 1690-1692, by Nell M. Nugent.

University of Virginia. The University of Virginia Intramural-Recreation Sports Department handbook, 1980-1981.

________. University of Virginia record. V. 66, no. 10. Division of Continuing Education, 1980-1982.

University of Virginia. Institute of Government. Zoning and subdivision law in Virginia: a handbook, by Stephen P. Robin.

University of Virginia. Medical Center. The Claude Moore Health Sciences Library brings you information for the 80's.

University of Virginia. Tayloe Murphy Institute. Personal income estimates for Virginia counties & cities, 1973 to 1978, by John L. Knapp and David C. Hodge.

Virginia Highway and Transportation Research Council. Community perception in noise barriers, volume II. by Michael A. Perfater.

________. Water reuse at highway rest areas: follow-up of implementation, by Clinton E. Parker. 1979.

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VIRGINIA STATE LIBRARY
STATE DOCUMENTS
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September 19, 1980

Blue Ridge Community College. 1980 Fall Class Schedule. Evening Classes.

________. ________. Day and Evening Classes.

Cave Commission. Report of the Virginia Cave Commission, Department of Conservation and Economic Development, to the Governor and the General Assembly of Virginia. 1980.

Clinch Valley College. CVC Update. vol. 1, no. 2. August 15, 1980.

Commission of Game and Inland Fisheries. Virginia Wildlife. vol. XLI, no. 9. September 1980.

Council on the Environment. Digest of Environmental News. August 1980.

** Department of Agriculture and Consumer Services. Directory of State-wide Agricultural Organizations in Virginia. September 1979.

________. Intercom. vol. 18, no. 16. August 29, 1980.

________. Virginia Crop Reporting Service. Weather-Crop. No. 34, August 25, 1980.
No. 35, September 2, 1980.
No. 36, September 8, 1980.

Department of Conservation and Economic Development. Division of Litter Control. The Anti-Litter Leader. Summer 1980.

________. ________. Ecology Clubs of Virginia Resource Guide.

________. Division of Mineral Resources. Virginia Division of Mineral Resources Publication 16. Geology of the Abingdon, Wyndale, Holston Valley and Shady Valley Quadrangles.

________. ________. Virginia Division of Mineral Resources Publication 20. Geology of the Oak Grove Core.

________. State Travel Service. Travelog. vol. 21, no. 8. August 1980.
vol. 21, no. 9. September 1980.

Department of Corrections. Division of Program Development and Evaluation. Research and Reporting Unit. Sentence Disparity in Virginia by Court Setting. August 1980.

Department of Education. Public Education in Virginia. vol. 16, no. 2. Summer 1980.

________. Standards of Quality for Public Schools in Virginia, 1980-82.

________. Division of Administrative Services and Adult and Continuing Education. Handbook for Administration of the Virginia General Educational Development Testing Program. Revised April 1980.

________. Division of Humanities and Secondary Administration. Encore! Dramatic Arts and Theatre in Our Schools, K-12.

________. ________. A Framework, The Social Studies Program in Virginia's Public Schools, K-12, Working Draft.

________. Proprietary School Service. Proprietary School Directory. September 1, 1980.

Department of Health. Bureau of Toxic Substances Information. Health Hazard Alert. Nos. 6 & 7, August 29, 1980.

________. Division of Epidemiology. Epidemiology Bulletin. vol. 80, no. 7. July 1980.

** Department of Highways and Transportation. Bulletin. August 1980.

________. Headlines. vol. 14, no. 17. September 1, 1980.

Department of Labor and Industry. The Market Basket and Retail Food Prices for the Richmond Metropolitan Area, Norfolk-Virginia Beach-Portsmouth Metropolitan Area. September 1980.

________. Division of Research and Statistics. Employment Hours and Earnings, Virginia. vol. 30, no. 8. August 1980.

Department of Law. Office of the Attorney General. The Civil Digest. vol. 8, no. 7. July 1980.

Department of Military Affairs. Virginia Guardpost. Winter 1979-80.
Spring-Summer 1980.

Department of Taxation. Reve-News Sharing. vol. 8, no. 3. August 1980.

Department of the Treasury. Report of the Treasurer of Virginia for the Fiscal Year Ended June 30, 1979.

Department of Welfare. Contact. vol VI, no. 8. August 1980.

Division of Motor Vehicles. Mirror. August 1980.

Division of Volunteerism. Annual Report, 1978-79.

Eastern Shore Community College. Fall Schedule 1980.

Employment Commission. Labor Market Trends:
Bristol, Virginia Area. vol. 3, no. 7. July 1980.
Danville Area. vol. 8, no. 1. July 1980.
Lynchburg SMSA. vol. 35, no. 7. July 1980.
Marion Area. vol. 4, no. 2. July 1980.
Newport News-Hampton SMSA. vol. 36, no. 7. July 1980.
Norfolk-Virginia Beach-Portsmouth Area. vol. 36, no. 7. July 1980.
Northern Virginia Area. vol. 35, no. 7. July 1980.
Petersburg-Hopewell-Colonial Heights Area. vol. 36, no. 7. July 1980.
Richmond Metropolitan Area. vol. 36, no. 7. July 1980.
Roanoke Metropolitan Area. vol. 36, no. 7. July 1980.
State of Virginia. vol. 5, no. 6. June 1980.

________. Labor Turnover in Manufacturing. Richmond Metropolitan Area.
Vol. 22, no. 6. July 1980.

________. ________. Virginia. vol. 22, no. 6. July 1980.

** ________. List of U.I. Covered Employers in Virginia by Size of March Employment - 1978.

________. Manpower Research Division. Population and Labor Force Data,
Counties. March 1979.

Governor's Office. Policy Memorandum Number 3-80. Handicapped Parking at
State Facilities.

________. Division of Industrial Development. An Outline of Labor Laws in
Virginia. July 1980.

________. ________. Virginia Industrial Developments. vol. 2, no. 1.
Spring & Summer 1980.

** James Madison University. From the Desk of the Honor Council, Answers to
Questions on Plagiarism and Unauthorized Collaboration and Other Notes.

________. James Madison University Bulletin. Profile 1980-81. vol. IV,
no. 2. August 1980.

________. James Madison News. vol. 4, no. 1. September 4, 1980.
vol. 4, no. 2. September 11, 1980.

Mary Washington College. Academic Catalog. Bulletin 1980-82.

Milk Commission. Announcement of Class Prices. September 5, 1980.

Office of Emergency and Energy Services. Annual Report 1979.

________. Virginia Energy Report. vol. 6, no. 5.

Old Dominion University. School of Continuing Studies. Continuing Studies.
Schedule of Programs. Fall 1980.

Patrick Henry Community College. Fall Class Schedule. 1980.

Southside Virginia Community College. Southside: YOUR Community College. SVCC 1980 Fall Quarter Schedule.

State Board of Medicine. Laws of Virginia Relating to Medicine and Other Healing Arts.

________. Roster of Practitioners of the Healing Arts, Licensed and Registered in the Commonwealth of Virginia, Fiscal Year 1979-80.

State Corporation Commission. Bureau of Insurance. 1980 Virginia Auto Insurance Consumer's Guide.

________. ________. 1979 & 1980 Virginia Homeowners Insurance Consumer's Guides.

** University of Virginia. Institute of Government. News Letter. vol. 56, no. 12. August 1980.

Virginia Commonwealth University. Center for Business and Economic Development. Research Monograph No. 3. Report from the Neighborhood: Physical and Social Planning to Improve Urban Housing. Summer 1980.

Virginia Community College System, Financial Report, Fiscal Year Ending June 30, 1980.

Virginia Housing Development Authority. Virginia Housing. Fall 1980.

Virginia Polytechnic Institute and State University. Techgram. Vol. 56, no.6. June/July 1980.

________. Cooperative Extension Service. Virginia Extension News. vol. XXXV, no. 8. August 1980.

________. Extension Division. Publication 770. Beef Science and Technology. Beef Cow-Calf Management Guide. Revised July 1980.

________. ________. Publication 868. A Leader's Guide, for use with Welcome to 4-H CRD Clubs.

________. ________. Publication 869. Welcome to 4-H CRD Action Club. April 1980.

________. ________. Publication 873. Procedures for Handling Frozen Semen on the Farm. January 1980.

________. ________. Publication 876. 4-H Fishing Project. Water Safety for Anglers. March 1980.

________. ________. Publication 878. Using Design Principles in Clothing. April 1980.

________. ________. Publication 880. Water, "the basis of life." June 1980.

________. ________. Publication 882. Swine Science and Technology. Virginia Tech Swine Rations. July 1980.

________. Research Division. Research Division Bulletin 155. Landowner Supply-Response Behavior and the Land Conversion Process in the Rural Urban Fringe. August 1980.

________. ________. Research Division Report 156 [176]. Livestock Research Report, 1979-80. July 1980.

________. Water Resources Research Center. Bulletin 131. Enumeration and Inactivation of Enteric Viruses in Sludge.

William and Mary College. Graduate Studies. 1980-81.

________. William and Mary News. vol. IX, no. 2. September 2, 1980.
vol. IX, no. 3. September 9, 1980.

________. Department of History. Graduate Study in History, 1981-82.

________. Marshall-Wythe School of Law, 1980-1981.

** Indicates items not supplied in sufficient quantity to distribute to all depository libraries.

WI

D. Forms and form letters

F. Legislation and legal materials

L. Shipping lists

M. Studies, surveys and workshops

12/5/80

WI:D

THE STATE HISTORICAL SOCIETY OF WISCONSIN
shs
1846

LIBRARY DIVISION

Dear Sir:

According to Wisconsin Statutes, 1977, 35.85(7) the State Historical Society of Wisconsin is to receive on deposit 3 copies of all publications issued by Wisconsin State agencies. Recently it appears that the number of publications sent to us has declined. We are in need of the following items from your agency in order to bring our files up-to-date:

We would appreciate being placed on your mailing list to receive the publications your agency puts out. The kinds of publications we should be receiving are "all multiply reproduced documents, regardless of format or process, issued by any state agency for public information, guidance, regulation or general distribution, including all documents which are supported wholly or in part by any funds which are appropriated by law, without regard to the source of funds, but does not include directives for internal administration, unpublished research papers, procurement and operational bulletins, intraagency and interagency memoranda, forms, correspondence, dated promotional materials, student printing, and classroom materials." We would especially want to receive those publications meant for public distribution.

Sincerely yours,

Assistant Government
Publications Librarian

THE STATE HISTORICAL SOCIETY OF WISCONSIN
816 STATE STREET · MADISON, WISCONSIN 53706 RICHARD A. ERNEY, DIRECTOR

1979 STATE OF WISCONSIN LRB-0574/2
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1979 ASSEMBLY BILL 215

February 27, 1979 – Introduced by Representatives METZ, TUCZYNSKI, POTTER, McCLAIN and LORMAN. Referred to Committee on Government Operations.

AN ACT to repeal the unnumbered subchapter title preceding 35.24, 35.24 (2) (a) and (b), 35.27, 35.29 (2), (3) and (5), 35.85 (intro.), (2), (6), (7), (9), (11m), (12) and (13), 35.86 (4) and (6), 35.88, 35.89, 35.91 (title) and (1), 35.93 (6) and 44.06 (1) and (2); to renumber 35.26 (3), 35.81, 35.82, 35.85 (8), 35.86 (5), 35.91 (2) and (3) and 44.06 (3) and (4); to renumber and amend 35.29 (4), 35.84 (1), 35.85 (1), (3), (4), (5) and (11), 35.87, 35.90, 35.93 (7) and (8) and 44.06 (5); to amend 13.93 (1m), 15.103 (title), 16.825 (2), 35.29 (1), 35.50 (2), 35.84 (intro.) and (2) (figure), 35.86 (title), (1), (2) and (3), 35.87 (8), as renumbered, 35.90 (title) and 35.93 (1), (4) and (9); to number and amend the unnumbered subchapter titles of chapter 35; to repeal and recreate 35.87, 35.90 and 43.05 (7); and to create 15.101 (11), 15.103 (3), 15.377 (6), 16.79 (3), 35.26 (3), 35.81, 35.815 (title), 35.82, 35.823, 35.825, 35.83, 35.84 (1) (b), 35.87 (title), (1), (4) and (5), 35.90 (1), 35.92, 35.925 and 43.05 (9) and (10) of the statutes, relating to revising public document distribution and sale, creating a public document center in the department of administration and a public document council in the department of public instruction, granting rule-making authority and making an appropriation.

Analysis by the Legislative Reference Bureau

This bill makes various changes in public document distribution and sales. The bill:

1. Establishes a public document center in the department of administration.

2. Establishes a public document council in the department of public instruction.

3. Designates the state historical society library and the legislative reference bureau library as public document depository libraries.

4. Designates the library of congress and the center for research libraries as public document depository libraries outside this state.

5. Requires the division for library services in the department of public instruction to designate no more than 10 state libraries to serve as regional public document depository libraries and no more than 50 state libraries to serve as selective public document depository libraries.

6. Requires each state agency head to designate one person to supervise compliance with all public document distribution requirements. The person must review each agency publication to determine if the publication is a public document. Copies of every publication which is not required by law to be published must be sent to the division for library services for distribution to the designated public document depository libraries.

7. Defines "public document" to include all multiply reproduced publications of a state agency; "official document" to mean a public document required by law to be published; "state document" as a public document other than an official document; and "publication" as meaning all forms of graphic communication excluding audiovisual materials.

8. Permits the public document center to sell a state document if requested to do so by the publishing state agency. The public document center and publishing state agency may sell a state document jointly only if a uniform price is agreed upon.

9. Exempts state documents published exclusively for public sale by the university of Wisconsin press and the state historical society from public document depository distribution requirements, but 3 copies of each state document must be transmitted to the division for library services for distribution to the state historical society library, the legislative reference bureau, and the division.

10. Requires that all official documents of the state be distributed and sold exclusively through the public document center. The public document center must coordinate collecting and forwarding to the division for library services the number of copies required for distribution to public document depository libraries. A state agency may order copies of its own official documents from the public document center and the agency must pay for the copies unless otherwise provided by law.

11. Makes various changes in the statutory table which prescribes the free distribution of official documents.

12. Requires the public document center to authorize and approve any formal public document exchange program between state agencies and other states or countries with certain agencies exempted from the requirements. Exchange lists must filed with the public document center.

13. Exempts the process of disposing of or recycling surplus public documents from the procedures otherwise required for the disposal of surplus material and requires the public document center to process the surplus public documents.

14. Requires state agencies to limit distribution of state docu-

ments to legislators by requiring legislators to request a specific state document or category of state documents and to annually purge mailing lists of individuals receiving state documents.

15. Permits the department of administration to promulgate rules deemed necessary to administer the program for the sale and distribution of official documents.

16. Permits the division for library services to promulgate rules regulating the designation and termination of public document depository libraries.

17. Requires the division for library services to designate one librarian to serve as a coordinator of activities for public document depository libraries.

18. Requires the division for library services to prepare and publish a list of public documents distributed by it.

19. Eliminates a requirement that the department of administration order printed opinions of the attorney general, decisions of the public service commission and certain reports made by the department of natural resources.

20. Repeals a provision which restricts the number of copies of a publication which may be printed for free distribution.

21. Repeals a requirement that no charge be made for copies of the notice section of the Wisconsin administrative register.

22. Provides a free copy of the Wisconsin administrative code and register to each supreme court justice.

23. Appropriates $15,346 in fiscal year 1979-80 and $16,630 in fiscal year 1980-81 to the state historical society for operating expenses and a full-time library technician.

24. Appropriates $23,159 in fiscal year 1979-80 and $25,021 in fiscal year 1980-81 to the department of public instruction for operating expenses and one half-time librarian II and one full-time library technician.

25. Appropriates $23,181 in fiscal year 1979-80 and $25,021 in fiscal year 1980-81 to the department of administration for operating expenses and 2 additional clerical positions.

For further information, see the fiscal estimate which will be printed as an appendix to the proposal.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 13.93 (1m) of the statutes is amended to read:

13.93 (1m) 1970 ANNOTATIONS. The revisor of statutes shall prepare and deliver to the department of administration, as soon as practicable after the end of the regular legislative session of 1969, a printer's copy for a volume to be designated "Wisconsin Annotations" and to contain the Wisconsin constitution, notes of the legislative history of the sections of the statutes and annotations of court decisions interpreting the Wisconsin constitution and statutes, and such other matter as the revisor deems important. The department shall order printed, and the contract printer shall print and deliver, the number of copies ordered. This edition of the annotations shall be printed and published as supplement to the 1969 Wisconsin statutes; and the laws and the contract governing the printing and distribution of those statutes shall, as far as applicable, govern the printing and sale of the annotations, except that the annotations shall be sold at a price fixed by the department at approximately the cost thereof and there shall be no free distribution thereof except as provided in ss. 35.84 (2) lines 7-D, 17-D, 18-D, 28-D and 35-D, 35.85 (5) and (11m) and 44.06 (1), 1977 stats. The department shall designate the type, and shall determine the number of copies to be printed.

SECTION 2. 15.101 (11) of the statutes is created to read:

15.101 (11) PUBLIC DOCUMENT CENTER. The public document center shall have the program responsibilities specified for the unit under ss. 35.81 to 35.925.

SECTION 3. 15.103 (title) of the statutes is amended to read:

15.103 (title) SAME; SPECIFIED DIVISIONS AND CENTERS.

SECTION 4. 15.103 (3) of the statutes is created to read:

15.103 (3) PUBLIC DOCUMENT CENTER. There is created in the department of administration a public document center.

SECTION 5. 15.377 (6) of the statutes is created to read:

15.377 (6) PUBLIC DOCUMENT COUNCIL. There is created in the department of public instruction a public document council consisting of one representative each from the state historical society, the legislative reference bureau, the public document center, the council on printing of the department of administration, the Wisconsin library association, one regional public document depository library, one selective public document depository library, the university of Wisconsin system and a major state department to be determined by the division for library services in the department of public instruction. Appointments shall be made for staggered 3-year terms from a list of recommended persons submitted jointly by the division for library services and the state superintendent of public instruction. The librarian designated coordinator of activities for public document depository libraries under s. 43.05 (7) shall be a nonvoting member of the council. The council shall advise the department of public instruction on the effectiveness of public document distribution and sales under ss. 35.81 to 35.925 and shall recommend solutions to any problems the department of public instruction and division for library services encounter in carrying out their responsibilities and duties under ss. 35.81 to 35.925. The council shall review all reports submitted to the department of public instruction or the division for library services which relate to public document distribution and sales.

SECTION 6. 16.79 (3) of the statutes is created to read:

16.79 (3) Provide current and appropriate information to the historical society as to official documents, as defined under s. 35.81 (1) (b), available for sale and distribution.

SECTION 7. 16.825 (2) of the statutes is amended to read:

16.825 (2) The secretary shall confer with the assembly committee on internal management and the senate committee on government and veterans affairs annually with respect to the printing activities of the state with recommendations for legislation thereto and changes in administrative policies and procedures. The secretary shall include in the report specifics on printing requisitions of $7,500 and more ~~and-details-on-the performance-of-state-agencies-under-s.--35.29-(3)~~.

SECTION 8. The unnumbered subchapter headings before 35.01, 35.05 and 35.18 of the statutes are numbered to read respectively:

CHAPTER 35

SUBCHAPTER I

GENERAL

SUBCHAPTER II

LEGISLATIVE; CLASS I PRINTING

SUBCHAPTER III

STATUTES, ANNOTATIONS, TOWN LAW FORMS; CLASS 2 PRINTING

SECTION 9. The unnumbered subchapter title preceding 35.24 of the statutes is repealed.

SECTION 10. 35.24 (2) (a) and (b) of the statutes are repealed.

SECTION 11. The unnumbered subchapter heading before 35.26 of the statutes is numbered and amended to read:

CHAPTER 35

SUBCHAPTER IV

BIENNIAL REPORTS, CLASS 3 PRINTING

SECTION 12. 35.26 (3) of the statutes is renumbered 35.26 (4).

SECTION 13. 35.26 (3) of the statutes is created to read:

35.26 (3) (a) Within 60 calendar days after receiving printer's copy under sub. (1), the department shall print and deliver editions of biennial reports and of any report required by law to be made to the governor or to the legislature if not otherwise limited. The maximum number of copies and pages shall be established by the department for any report.

(b) Sufficient copies as are required for distribution under s. 35.84 (2) column H shall be provided immediately and directly to the public document center as defined under s. 35.81 (1) (d).

SECTION 14. 35.27 of the statutes is repealed.

SECTION 15. The unnumbered subchapter heading before 35.29 of the statutes is numbered to read:

CHAPTER 35

SUBCHAPTER V

BOOK PUBLICATIONS; CLASS 3 PRINTING

SECTION 16. 35.29 (1) of the statutes is amended to read:

35.29 (1) The department may order printed such materials as are necessary to the proper administration of offices of state agencies as required or authorized by the statutes and subject to distribution and sales regulations as specified in ss. 16.79 (2) (a)~~;--35.84;--35.91;~~ and 35.81 to 35.925 or as otherwise set forth in the statutes.

SECTION 17. 35.29 (2) and (3) of the statutes are repealed.

SECTION 18. 35.29 (4) of the statutes is renumbered 35.29 (2) and amended to read:

35.29 (2) The cost of printing of this class~~;-other-than-as--specified-in-sub.-(3);~~ shall be charged to the requisitioning agency.

SECTION 19. 35.29 (5) of the statutes is repealed.

SECTION 20. The unnumbered subchapter headings before 35.34, 35.35, 35.37, 35.43, 35.44, 35.45 and 35.50 of the statutes are numbered to read respectively:

CHAPTER 35

SUBCHAPTER VI

JOB PRINTING; CLASS 4 PRINTING

SUBCHAPTER VII

LEGAL NOTICES; CLASS 5

SUBCHAPTER VIII

SUPREME COURT REPORTS; CLASS 6

SUBCHAPTER IX

AGENCIES LOCATED OUTSIDE OF MADISON; CLASS 7

SUBCHAPTER X

SPECIALTY PRINTING; CLASS 8

SUBCHAPTER XI

BINDING AND REBINDING; CLASS 9 PRINTING

SUBCHAPTER XII

GENERAL SPECIFICATIONS AND ORDER WRITING

SECTION 21. 35.50 (2) of the statutes is amended to read:

35.50 (2) The statutes, session laws, administrative code and register, Blue Book, and reports specified in ~~ss.~~ s. 35.26 ~~and 35.27~~, and reprints thereof, shall be substantially the same in printing and binding as previous editions of the same publication.

SECTION 22. The unnumbered subchapter headings before 35.56, 35.61 and 35.65 of the statutes are numbered to read respectively:

CHAPTER 35

SUBCHAPTER XIII

BIDS AND CONTRACTS; CLASSES 1, 2, 3 AND 4

SUBCHAPTER XIV

DELIVERY, BILLING, ACCOUNTING AND SPECIAL PURCHASES

SUBCHAPTER XV

PAPER PROCUREMENT, ACCOUNTABILITY, WASTE

SECTION 23. The unnumbered subchapter title preceding 35.81 of the statutes is numbered and amended to read:

CHAPTER 35

SUBCHAPTER XVI

PUBLIC DOCUMENT DISTRIBUTION, EXCHANGE AND SALE

SECTION 24. 35.81 of the statutes is renumbered 35.815 (1).

SECTION 25. 35.81 of the statutes is created to read:

35.81 PUBLIC DOCUMENT DEPOSITORY LIBRARIES. (1) In ss. 35.81 to 35.925:

(a) "Division" means the division for library services in the department of public instruction.

(b) "Official document" means published items which are required by law to be published including, but not limited to, the Wisconsin statutes, session laws, Blue Book, supreme court reports, volumes of public service commission decisions, opinions of the attorney general, state agency biennial reports, Wisconsin annotations, governor's messages, the executive budget bill, administrative code and register, legislative directory, legislative bulletin of proceedings, journals, bills and acts.

(c) "Public document" includes all multiply reproduced publications, regardless of format or process, issued by any state agency for public information, guidance, regulation or general distribution, including all publications which are supported wholly or in part by any funds which are appropriated by law, without regard to the source of funds, but does not include directives for internal administration, procurement and operational bulletins, intraagency and interagency publications, forms, memoranda, correspondence, dated promotional materials and classroom materials.

(d) "Public document center" means the public document center for document sales and distribution established in the department of administration under s. 15.103 (3).

(e) "Publication" means all forms of graphic communication, including, but not limited to, printed or otherwise reproduced materials and microforms. "Publication" does not include films, filmstrips, slides, photographs, whiteprints, sound recordings and other similar audiovisual materials or privileged information restricted by contract with governing authority.

(f) "State document" means a public document which is not an official document, including books, journals, booklets, pamphlets, circulars, folders and bulletins.

(2) Any library designated as a public document depository library

under subs. (3) to (5) shall receive, preserve and provide access to public documents of this state according to procedures specified by law.

(3) The state historical society and the legislative reference bureau are designated as public document depository libraries.

(4) The library of congress and the center for research libraries are designated as public document depository libraries outside this state.

(5) The division shall designate public depository libraries in this state which will accept and preserve public documents delivered as directed by this subchapter and which are adequately staffed and capable of ensuring advantageous access to those public documents. The division may promulgate rules establishing criteria and the procedure for designation and termination of public document depository libraries. The division shall designate no more than 10 libraries to serve as regional public document depository libraries which shall maintain all public documents made available. The division shall designate no more than 50 libraries to serve as selective public document depository libraries which shall maintain only those public documents selected by the library.

SECTION 26. 35.815 (title) of the statutes is created to read:

35.815 (title) DISTRIBUTION; AUTHORITY, ACCOUNTING AND HOW MADE.

SECTION 27. 35.82 of the statutes is renumbered 35.815 (2).

SECTION 28. 35.82 of the statutes is created to read:

35.82 PUBLIC DOCUMENT DISTRIBUTION. (1) Each state agency head shall designate one person to supervise compliance with all document distribution requirements specified under ss. 35.81 to 35.925. The designated person shall be responsible for reviewing every agency publication prior to publication to determine whether the publication is a public document as defined under s. 35.81 (1) (c).

(2) Each state agency head shall submit to the division a report on the procedures established by the state agency for complying with the sale

and distribution requirements of ss. 35.81 to 35.925. The report shall include the name of the person designated under sub. (1) and shall be submitted at the beginning of each fiscal year.

(3) The division shall coordinate all public document distribution requirements specified under ss. 35.81 to 35.925.

SECTION 29. 35.823, 35.825 and 35.83 of the statutes are created to read:

35.823 STATE DOCUMENTS; DISTRIBUTION AND SALES. (1) The person designated under s. 35.82 (1) shall send copies of every state document published by the state agency to the division for distribution to the following places in the numbers indicated:

(a) The state historical society, 2 copies.

(b) The legislative reference bureau, 3 copies.

(c) The regional public document depository libraries, one copy for each library.

(d) The selective public document depository libraries, one copy for each library.

(e) The library of congress, one copy.

(f) The center for research libraries, one copy.

(2) The public document center may sell a state document only if requested to do so by the publishing state agency. The publishing state agency and the public document center may both sell a state document only if a uniform sales price is established by agreement between the public document center and the publishing state agency. This subsection does not restrict the free distribution of a state document by a publishing state agency.

(3) The legislative reference bureau shall retain in the bureau's noncirculating reference collection of Wisconsin public documents one copy

period the bureau determines is reasonable.

35.825 STATE DOCUMENT DISTRIBUTION; EXEMPTIONS. (1) Except as specified in sub. (2), state documents published exclusively for public sale by the university of Wisconsin press and the state historical society press are exempt from the public document depository library distribution requirements specified under ss. 35.81 to 35.925.

(2) The university of Wisconsin press and the state historical society press shall deliver immediately and directly 3 free copies of each state document exempted under sub. (1) to the division. The division shall deliver one copy to the state historical society, and one copy to the legislative reference bureau.

35.83 OFFICIAL DOCUMENTS; DISTRIBUTION. (1) All official documents, except as provided by subs. (7) to (10), shall be distributed exclusively through the public document center.

(2) Each state agency may request copies from the public document center of its own official documents listed under s. 35.84 (2) for its own internal use. The state agency ordering an official document shall be charged for the official document, including an official document the public document center is required to distribute free, unless the official document is its own and is ordered for its internal use or unless otherwise provided by law.

(3) All volumes of this state's session laws, statutes, statutory annotations and supreme court reports distributed to any state or other public officer, except members and officers of the legislature and federal officers, shall have stamped or written on the volumes the name of his or her office, together with the words "STATE PROPERTY" and shall be kept for use of the office.

(4) Each county clerk shall transmit to the public document center a list of the officers in the county entitled to receive official docu-

ments to be distributed by the county clerk.

(5) In addition to the distribution requirements under sub. (2), the public document center shall:

(a) Supply the chief clerk of each house of the legislature, upon the chief clerk's request, with the bound journals of any previous session.

(7) The chief clerk of each house of the legislature shall provide for the direct delivery of copies of all legislative documents as described in s. 35.87 (3) to public document depository libraries upon application by the division.

(13) This section does not exclude from free distribution by the publishing state agency of the staff reports and other research public documents of the legislative council and legislative reference bureau, legislative bills, resolutions and joint resolutions and bulletins, catalogs, announcements and other administrative material published by the university of Wisconsin system.

SECTION 30. 35.84 (intro.) of the statutes is amended to read:

35.84 DISTRIBUTION, TO WHOM. (intro.) The ~~department~~ public document center shall make free distribution of ~~public-printing~~ official documents as indicated ~~and-carriage-charges-therefor-shall-be-charged-to~~ under this section. All distribution costs incurred are payable by the requisitioning agency. Distribution is automatic and in accordance with the request unless one of the following letter symbols is used on an official document. The letter symbols used have the following meanings:

R--official written requisition.

A--application, written or oral.

E--copies to each person or institution in the group.

H--hard bound.

S--soft bound.

UN--unless a copy is otherwise provided under this section.

SECTION 31. 35.84 (1) of the statutes is renumbered 35.84 (1) (a) and amended to read:

35.84 (1) (a) ~~Blue books for distribution.~~ The ~~department~~ public document center shall contact each member of the legislature to determine how many copies of the Blue Book each member wants. Each senator may request ~~not to exceed~~ no more than 400 copies. Each representative to the assembly may request ~~not to exceed~~ no more than 250 copies.

SECTION 32. 35.84 (1) (b) of the statutes is created to read:

35.84 (1) (b) For the distribution of Blue Books in allotments of 200 copies or more under this section, the ratio of hard cover copies to paper bound copies specified in s. 35.24 (2) applies.

SECTION 33. 35.84 (2) (figure) (title) of the statutes is amended to read:

35.84 (2) (figure) (title) TABLE FOR FREE DISTRIBUTION OF OFFICIAL DOCUMENTS.

SECTION 34. In 35.84 (2) (figure) of the statutes, the column titled "Symbols" is amended so as to insert "H--hardbound" after "E--copies to each person or institution in the group"; and "S--soft bound" and "UN - unless a copy is otherwise provided under this section" after "NE - not exceeding".

SECTION 35. 35.84 (2) (figure) column C (title) and column H (title) of the statutes are amended to read:

35.84 (2) (figure) column C (title) Blue Book [See ~~35.24 (2)~~ 35.84 (1) (b)]

Column H (title) Governor's message and all official reports printed under s. ~~35.27~~ 35.26 (3) (a)

SECTION 36. In 35.84 (2) (figure) column N (title) of the statutes is created to read:

35.84 (2) (figure) column N (title) Administrative Code and Register [including table of contents, index and binders].

SECTION 37. In 35.84 (2) (figure) line 5 of the statutes, column N, insert "7 UN".

SECTION 38. In 35.84 (2) (figure) line 7 of the statutes, column N, insert "1E-UN-A".

SECTION 39. In 35.84 (2) (figure) line 20 of the statutes, column N, insert "1E, UN".

SECTION 40. In 35.84 (2) (figure) line 26 of the statutes, column N, insert "1E-UN-A".

SECTION 41. In 35.84 (2) (figure) line 27 of the statutes, column N, insert "1 UN".

SECTION 42. In 35.84 (2) (figure) lines 28, 35 and 36 of the statutes, column N, insert "2 UN".

SECTION 43. In 35.84 (2) (figure) line 37 of the statutes, column N, insert "1 UN".

SECTION 44. In 35.84 (2) (figure) lines 7, 10, 12, 13, 21, 22, 27, 29, 35 to 39, 41 to 42, and lines 49 to 51, 54, 55 and 75 to 80, as renumbered, of the statutes, column C are amended by inserting the symbol "H".

SECTION 45. In 35.84 (2) (figure) lines 11, 19, 23, 24, 26, 30, and lines 56, 58, 64, 70 and 81, as renumbered, of the statutes, column C, are amended by inserting the symbol "S".

SECTION 46. In 35.84 (2) (figure) line 42 of the statutes, delete the material in columns E, F and H.

SECTION 47. 35.84 (2) (figure) lines 43 to 78 of the statutes are renumbered 35.84 (2) (figure) lines 47 to 82.

SECTION 48. 35.84 (2) (figure), lines 43 to 46, of the statutes are

35.84 (2) (figure) 43. Regional public document depository libraries (insert "1E-UN" in columns A, B and D to N; insert "1E-UN-H" in column C).

44. Selective public document depository libraries (insert "1E-UN" in columns A and L; insert "1E-UN-H" in column C; insert "1E-UN-A" in columns B, D to J and N; column K remains blank).

45. Center for research libraries (insert "1E" in columns A, B, and D to M; insert "1E, H" in column C).

46. County law libraries maintained under s. 757.40 (insert "1E, UN" in column N).

SECTION 49. In 35.84 (2) (figure) lines 47 and 50, as renumbered, of the statutes, column N, insert "1 UN".

SECTION 50. 35.84 (2) (figure) line 52 of the statutes, as renumbered, is amended so as to insert "1 H" in column C and "1" in columns D to K.

SECTION 51. 35.85 (intro.) of the statutes is repealed.

SECTION 52. 35.85 (1) of the statutes is renumbered 35.83 (6) and amended to read:

35.83 (6) ~~The-chief-clerk-of-each-house-of--the--legislature--shall;-upon--request;-be-supplied-for-use-during-the-session-with-the-bound-journals-of-any-previous-session-of-the-legislature.~~ The ~~department~~ public document center may sell such copies of the bound journals not required for ~~the-above~~ distribution under sub. (5) (a) or for distribution otherwise prescribed by law, and may sell older editions at reduced prices. All prices shall be fixed by the ~~department~~ public document center.

SECTION 53. 35.85 (2) of the statutes is repealed.

SECTION 54. 35.85 (3) of the statutes is renumbered 35.87 (2) and amended to read:

35.87 (2) Each town, village and city shall purchase from the

~~department~~ public document center for the municipal judges such number of copies of the statutes as are needed within its boundaries.

SECTION 55. 35.85 (4) and (5) of the statutes are renumbered 35.83 (5) (b) and (c) and amended to read:

35.83 (5) (b) ~~The-department-shall-provide~~ Provide the judge of any circuit court with copies of such volumes of the supreme court reports as were never previously furnished ~~him~~ the judge or ~~his~~ the judge's predecessors in office.

(c) ~~The-department-may-order~~ Order such further distribution of the statutes, annotations and session laws as may be needed for official use by any justice of the supreme court or by any state agency.

SECTION 56. 35.85 (6) and (7) of the statutes are repealed.

SECTION 57. 35.85 (8) of the statutes is renumbered 35.83 (8).

SECTION 58. 35.85 (9) of the statutes is repealed.

SECTION 59. 35.85 (11) of the statutes is renumbered 35.83 (9).

SECTION 60. 35.85 (11m), (12) and (13) of the statutes are repealed.

SECTION 61. 35.86 (title), (1), (2) and (3) of the statutes are amended to read:

35.86 (title) PUBLIC DOCUMENTS; EXCHANGE. (1) The director of the historical society may procure the exchange of public documents for material produced by federal, state, county, local and other agencies as may be desirable to maintain or enlarge its historical, literary and statistical collections, and may make such distributions of public documents, with or without exchange, as may accord with interstate or international comity. The state law librarian shall procure so many of such exchanges as ~~he--is~~ are authorized by law ~~to-make~~, and the department of health and social services, commissioner of banking, department of public instruction, legislative reference bureau, ~~and~~ the legislative council, may procure by exchange such documents from other states and countries as may be needed for use in their respective offices. Any other state agency wishing to initiate a formal exchange program in accordance with this section may do so by submitting a formal application to the ~~department~~ public document center and by otherwise complying with this section.

(2) Exchange lists, containing the number of ~~public-documents~~ publications or other material received and distributed in exchange, shall be filed with the ~~department~~ public document center by the respective state agencies ~~so~~ authorized to procure exchanges or make distributions, and the public documents specified ~~therein~~ in the exchange lists shall be forwarded by the ~~department~~ public document center carriage charges prepaid.

(3) The ~~department-shall~~ public document center may not authorize ~~no~~ distribution to be made in exchange until exchange lists have been received by it in compliance with this section.

SECTION 62. 35.86 (4) of the statutes is repealed.

SECTION 63. 35.86 (5) of the statutes is renumbered 35.86 (4).

SECTION 64. 35.86 (6) of the statutes is repealed.

SECTION 65. 35.87 of the statutes is renumbered 35.87 (3) and amended to read:

35.87 (3) The ~~department~~ public document center may provide as a service to paid subscribers routine distribution of copies of all bills, joint resolutions, amendments, acts, journals, bulletins of proceedings and hearing bulletins printed for the legislature. The biennial fee, effective January 1 of each odd-numbered year, for subscription to the complete legislative document distribution service shall be based on 20% of prior session actual printing costs of such documents, as determined by the legislative reference bureau and the ~~department~~ public document center. Portions of the service may be made available for a fee equal to a percentage of the fee for the total service, based on the respective percentages of total printing costs. Actual postage or delivery costs shall be added for those subscribers who do not pick up their documents. The ~~department~~ public document center shall certify to the chief clerks of the 2 houses the name of each person purchasing such services~~, naming~~ and the type of materials purchased~~, and the~~. The chief clerks shall provide for the distribution of ~~such~~ the materials during the session for which purchased. The ~~department~~ public document center shall pay all moneys received for subscriptions to the service into the general fund within one week of receipt.

SECTION 66. 35.87 (title), (1), (4) and (5) of the statutes are created to read:

35.87 OFFICIAL DOCUMENT DISTRIBUTION, SALES. (1) The public document center shall determine the sales price of each official document that it sells. The sales price shall, as far as practical, include all costs of publication plus actual costs of handling and shipping, unless otherwise prescribed by law.

(4) The public document center may sell, at a price to be determined by it, to any person any official document out of any surplus on hand beyond the reservation required.

(5) The latest edition of the Wisconsin statutes shall be sold at a price (calculated to the nearest dollar) to be fixed by the public document center, based on cost plus 75% of the revisor's expenditures under s. 20.765 (3) (a) during the preceding biennium. The public document center may sell older editions of the Wisconsin statutes and older copies of the statutory annotations at reduced prices to be fixed by the public document center.

SECTION 67. 35.88 of the statutes is repealed.

SECTION 68. 35.89 of the statutes is repealed.

SECTION 69. 35.90 (title) of the statutes is amended to read:

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35.90 (title) RESERVES; REDISTRIBUTION.

SECTION 70. 35.90 of the statutes is renumbered 35.90 (2) and amended to read:

35.90 (2) Every state ~~officer-maintaining-a-permanent-office-at-the city--of--Madison,~~ agency designee under s. 35.82 (1) shall make and file annually with the ~~department~~ public document center an inventory of all public printing of the 2nd and 3rd classes and all maps and charts on hand for distribution on July 1. ~~Said-department~~ The public document center shall require the return to it of all such printing as has become, in its opinion, of no further use to the ~~office~~ state agency reporting the same. The ~~department~~ public document center may suspend requisitions for public printing by ~~departments~~ state agencies which fail to submit inventories in compliance with this section. The public document center may dispose of, recycle or redistribute surplus material received under this subsection. Surplus materials processed under this subsection are exempt from the requirements of s. 16.72 (4).

SECTION 71. 35.90 (1) of the statutes is created to read:

35.90 (1) The public document center shall maintain an inventory and cost record of each official document which it is required to reserve for future distribution according to law.

SECTION 72. 35.91 (title) and (1) of the statutes are repealed.

SECTION 73. 35.91 (2) and (3) of the statutes are renumbered 35.87 (8) and (7), respectively, and 35.87 (8), as renumbered, is amended to read:

35.87 (8) A price list of all printed matter on hand for sale shall be prepared from time to time by the ~~department~~ public document center, which it may have printed and bound as an advertisement in state publications published by the state, and it may circulate such price list by mail.

SECTION 74. 35.92 of the statutes is created to read:

35.92 DEPARTMENT COOPERATION. Every state agency shall:

(1) Annually review mailing lists of persons receiving its state documents to assure distribution only to those persons who need or are continuing to request the state document.

(2) Limit distribution of its state documents to legislators by requiring that legislators request a specific state document or category of state documents so that no general distribution of state documents to legislators is made.

(3) Deliver copies of its published official documents to the public document center and copies of its state documents to the division in such quantities as are required for distribution to public document depository libraries under ss. 35.81 to 35.925.

SECTION 75. 35.925 of the statutes is created to read:

35.925 RULE-MAKING. Except where otherwise specified, the department may promulgate rules necessary to administer the sale and distribution of official documents under ss. 35.81 to 35.92.

SECTION 76. The unnumbered subchapter heading before 35.93 of the statutes is numbered to read:

CHAPTER 35

SUBCHAPTER XVII

WISCONSIN ADMINISTRATIVE CODE AND REGISTER.

SECTION 77. 35.93 (1) of the statutes is amended to read:

35.93 (1) The Wisconsin administrative code and register shall be printed in loose-leaf form and shall be hole-punched. The notice section of the register and new rules filed by an agency whose rules have not been compiled and printed ~~pursuant to~~ under this section may be duplicated in some other form than printing if the department and revisor determine that cating shall be handled by the department. It shall also determine the style of the hole-punching ~~and--may-purchase-and-sell-at-cost-suitable binders-for-the-code-or-parts-thereof~~. The revisor shall supervise the arrangement of materials in the Wisconsin administrative code and register, including the numbering of pages and sections. No part of the Wisconsin administrative code or register may be printed until the revisor has approved the arrangement of materials and numbering of sections therein.

SECTION 78. 35.93 (4) of the statutes is amended to read:

35.93 (4) Each issue of the Wisconsin administrative register shall contain a notice section in which shall be printed the notices of hearings on rule-making which agencies have transmitted to the revisor for that purpose. The notice section shall be printed or duplicated in such a manner as to make it easily distinguishable from the remainder of the register. ~~No-charge-shall-be-made-for-the-notice-section.~~

SECTION 79. 35.93 (6) of the statutes is repealed.

SECTION 80. 35.93 (7) and (8) of the statutes are renumbered 35.87 (6) (a) and (b) and amended to read:

35.87 (6) (a) The ~~department~~ public document center may sell the administrative code, issues of the administrative register or parts of either of them at a price to be determined by it. ~~It~~ The public document center may purchase and sell at cost suitable binders for the administrative code or parts of the code and may establish the price of the administrative register or parts ~~thereof~~ of the register on an annual basis. Each agency may order as many copies of its part of the code or of its part of any issue of the register as it desires for its own use or for distribution and shall pay the ~~department-therefor~~ public document center for the copies ordered.

(b) A subscriber is not entitled to a refund of any part of any advance payment for the administrative register. The ~~department~~ public document center shall notify each subscriber when a further payment is due.

SECTION 81. 35.93 (9) of the statutes is amended to read:

35.93 (9) The revisor shall prepare and the department shall publish a table of contents and an index of all the rules in effect which have been compiled and printed ~~pursuant-to~~ under this section. The table of contents and index shall be recompiled and reprinted annually. They shall be printed in the same page size as the administrative code. In addition to the distribution required by ~~sub.-(6)~~ s. 35.84, the ~~department~~ public document center shall distribute one copy of the table of contents and index free to each subscriber to the register ~~or-parts-thereof~~.

SECTION 82. 43.05 (7) of the statutes is repealed and recreated to read:

43.05 (7) Designate a librarian to serve as a coordinator of activities for public document depository libraries under ss. 35.81 to 35.925 and to fulfill its responsibilities under ss. 35.81 to 35.925.

SECTION 83. 43.05 (9) and (10) of the statutes are created to read:

43.05 (9) Prepare and publish a list of public documents distributed by it which clearly defines each public document and its publishing office and provide copies of the list to each public document depository library designated under s. 35.81.

(10) Forward, upon receipt, copies of the annual reports required under s. 35.82 (2) to the public document council created under s. 15.377 (6) for review.

SECTION 84. 44.06 (1) and (2) of the statutes are repealed.

SECTION 85. 44.06 (3) and (4) of the statutes are renumbered 44.06 (1) and (2).

SECTION 86. 44.06 (5) of the statutes is renumbered 44.06 (3) and amended to read:

44.06 (3) The historical society shall prepare a periodic ~~checklist~~ list of public documents issued by the state~~, including all reports, circulars, bulletins and releases issued by the various state departments, boards, commissions and agencies~~ and shall publish this list in such form and with such notes as to show the scope and purpose of ~~such~~ each publication.

SECTION 87. APPROPRIATION INCREASE. (1) The appropriation under section 20.245 (1) (a) of the statutes, as affected by the laws of 1979, is increased by $15,346 for the fiscal year 1979-80 and by $16,630 for the fiscal year 1980-81 to pay increased operational costs incurred in implementing duties specified under sections 35.81 to 35.925 of the statutes, as affected by this act, and to authorize and fund one full-time library technician to assist in administering the duties.

(2) The appropriation under section 20.255 (3) (a) of the statutes, as affected by the laws of 1979, is increased by $23,159 for the fiscal year 1979-80 and by $25,021 for the fiscal year 1980-81 to pay increased operational costs incurred in fulfilling the duties prescribed under sections 35.81 to 35.925 of the statutes, as affected by this act, and to authorize and fund 1.5 additional positions (one-half librarian II and one library assistant).

(3) The appropriation under section 20.505 (1) (a) of the statutes, as affected by the laws of 1979, is increased by $23,181 for the fiscal year 1979-80 and by $25,021 for the fiscal year 1980-81 to pay increased costs incurred in carrying out the duties prescribed in sections 35.81 to 35.925 of the statutes, as affected by this act, and to authorize and fund 2 additional clerical positions needed to carry out the duties.

SECTION 88. INITIAL APPOINTMENTS. Of the members first appointed under section 15.377 (6) of the statutes as created by this act, 3 shall be appointed for terms ending July 1, 1980, 3 shall be appointed for terms ending July 1, 1981, and 3 shall be appointed for terms ending July 1, 1982.

SECTION 89. PROGRAM RESPONSIBILITIES. (1) In the list of program responsibilities for the office of the governor under section 14.011 (intro.) of the statutes, reference to section "35.29 (2)" is deleted.

(2) In the list of program responsibilities for the department of health and social services under section 15.191 (intro.) of the statutes, reference to section "35.86" is deleted; and reference to section "35.86 (1)" is inserted.

(3) In the list of program responsibilities for the department of public instruction under section 15.371 (intro.) of the statutes, reference to sections "35.85 (6)" and "35.86" are deleted, and reference to section "35.86 (1)" is inserted.

(4) In the list of program responsibilities for the division for library services under section 15.371 (3) of the statutes, reference to sections "35.81 to 35.925" is inserted.

(5) In the list of program responsibilities for the office of the commissioner of banking under section 15.551 (intro.) of the statutes, reference to section "35.86" is deleted; and reference to section "35.86 (1)" is inserted.

(6) In the list of program responsibilities for the historical society under section 15.701 (intro.) of the statutes, reference to sections "35.85 (12)" and "35.86" are deleted; and reference to section "35.86 (1)" is inserted.

(7) In the list of program responsibilities for the public service commission under section 15.791 of the statutes, reference to sections "35.29 (2)" and "35.84" are deleted.

SECTION 90. EFFECTIVE DATE. This act shall take effect July 1, 1979 or on the day after publication, whichever is later.

(End)

FISCAL ESTIMATE
AD-MBA-23 (1/77)

☒ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

1979 Session

LRB or Bill No.
0574/2

Amendment No. if Applicable

If there is a state or local fiscal effect, attach worksheet.

Subject
PUBLIC DOCUMENT DISTRIBUTION

Fiscal Effect

State:
☐ Increase/Decrease Existing Appropriation
☐ Create New Appropriation
☐ Increase/Decrease Existing Revenues

☒ Increase Costs – May Be Possible to Absorb Within Agency's Budget ☐ Yes ☒ No
☐ Decrease Costs
☐ No State Fiscal Effect

Local: ☐ Increase/Decrease Costs or Revenues
☐ Permissive ☐ Mandatory
☐ No Local Fiscal Effect

Fund Sources Affected
☒ GPR ☐ FED ☐ PRO ☐ PRS ☐ SEG

Affected Ch. 20 Appropriations

Assumptions Used in Arriving at Fiscal Estimate

The increased distribution of the one "state document" which the Revisor of Statutes Bureau produces would cost $20.00 for mailing and $24.00 for printing, totalling $44.00.

Long-Range Fiscal Implications

Agency
Revisor of Statutes Bureau

Authorized Representative

Date

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FISCAL ESTIMATE WORKSHEET
Detailed Estimate of Annual Fiscal Effect
AD-MBA-22 (Revised 6/77)

1979 Session

LRB or Bill No.
0574/2
Amendment No. if Applicable

☒ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

Subject
PUBLIC DOCUMENT DISTRIBUTION

One-time Costs or Revenue Fluctuations (do not include in annualized fiscal effect)

NONE

Annualized fiscal impact on State funds from:

State Costs by Category		Increased Costs	Decreased Costs
FTE Position Changes	NONE	+ ( )	− ( )
Salaries and Fringes	NONE	$ −	$ +
Staff Support Costs	NONE	−	+
Other State Costs		− 44.00	+
Local Assistance	NONE	−	+
Aids to Individuals or Organizations	NONE	−	+
TOTAL State Costs by Category		$ − 44.00	$ +

State Costs by Funds	Increased Costs	Decreased Costs
GPR	$ − 44.00	$ +
FED	−	+
PRO/PRS	−	+
SEG-O/SEG-S	−	+
TOTAL State Costs by Fund	$ − 44.00	$ +

State Revenue—Complete this only when proposal will increase or decrease state revenues, such as taxes, license fees, etc.	Decreased Rev.	Increased Rev.
GPR Taxes	$ − ----	$ + ----
GPR Earned	− ----	+ ----
FED	− ----	+ ----
PRO/PRS	− ----	+ ----
SEG-O/SEG-S	− ----	+ ----
TOTAL State Revenues	$ − ----	$ + ----

Net Annualized Fiscal Impact on State & Local Funds

State	Annual Increases	Annual Decreases	Local	Annual Increases	Annual Decreases
Total Costs	$ − 44.00	$ +	Total Costs	$ − ----	$ + ----
Total Revenues	+	−	Total Revenues	+ ----	− ----

NET Impact on State Funds $ (+) or (−) 44.00

NET Impact on Local Funds $ (+) ---- or (−) ----

Agency

Authorized Representative

Date

FISCAL ESTIMATE
AD-MBA-23 (1/77)

☒ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

1977 Session

LRB or Bill No.
LRB No. 0574/2

Amendment No. if Applicable

If there is a state or local fiscal effect, attach worksheet.

Subject
Changes in public document distribution

Fiscal Effect

State:
☒ Increase/~~Decrease~~ Existing Appropriation
☐ Create New Appropriation
☐ Increase/Decrease Existing Revenues
☐ Increase Costs — May Be Possible to Absorb Within Agency's Budget ☐ Yes ☐ No
☐ Decrease Costs
☐ No State Fiscal Effect

Local:
☐ Increase/Decrease Costs or Revenues
☐ Permissive ☐ Mandatory
☒ No Local Fiscal Effect

Fund Sources Affected
☒ GPR ☐ FED ☐ PRO ☐ PRS ☐ SEG

Affected Ch. 20 Appropriations
20.255(3)(a)

Assumptions Used in Arriving at Fiscal Estimate

This bill makes various changes in public document distribution and sales including:

1) Establishes a public document council in the Department of Public Instruction.
2) Requires the Division for Library Services to designate no more than 10 regional and no more than 50 state libraries as selective public document depository libraries.
3) Requires the State Superintendent to designate one person to supervise compliance with all public document distribution requirements.
4) Permits the Division for Library Services to promulgate rules regulating the designation and termination of public document depository libraries.
5) Requires the Division for Library Services to designate one librarian to serve as a coordinator of activities for public document depository libraries.
6) Requires the Division for Library Services to prepare and publish a list of public documents distributed by it.

This estimate is based on the assumption that the increased activity that may result from the legislation will occur gradually. It is also assumed that the present level of state printing will remain fairly constant, but that the legislation will provide greater coverage of published documents available for depository distribution.

It is estimated that the following additional staff will be beginning in 1979-80:

An additional 1.5 positions including an additional .5 Librarian II and one Library Assistant. Costs are estimated as follows:

Salaries and fringes	$14,836
Staff support costs	2,600
Other state costs	1,925
Total State Costs	$19,361

Long-Range Fiscal Implications

1) Savings are anticipated in terms of allowing agencies to cut back their individual mailing costs by means of distributing their publications through the depository program.
2) Savings are anticipated for local libraries in terms of locating and ordering individual documents from issuing agencies.

Agency
Department of Public Instruction

Authorized Representative
Alan W. Kingston, Asst. Supt.

Date
January 18, 1979

1979 ASSEMBLY BILL 215

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FISCAL ESTIMATE WORKSHEET
Detailed Estimate of Annual Fiscal Effect
AD-MBA-22 (Revised 6/77)

1977 Session

☒ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

LRB or Bill No.
LRB No. 0574/2

Amendment No. if Applicable

Subject
Changes in public document distribution

One-time Costs or Revenue Fluctuations (do not include in annualized fiscal effect)

None

Annualized fiscal impact on State funds from:

State Costs by Category 1979-80	Increased Costs	Decreased Costs
FTE Position Changes	+ (1.5)	− ( )
Salaries and Fringes	$ − 14,836	$ +
Staff Support Costs	− 2,600	+
Other State Costs	− 1,925	+
Local Assistance	− ---	+
Aids to Individuals or Organizations	− ---	+
TOTAL State Costs by Category	$ − 19,361	$ +
State Costs by Funds	**Increased Costs**	**Decreased Costs**
GPR	$ − 19,361	$ +
FED	− ---	+
PRO/PRS	− ---	+
SEG-O/SEG-S	− ---	+
TOTAL State Costs by Fund	$ − 19,361	$ +
State Revenue—Complete this only when proposal will increase or decrease state revenues, such as taxes, license fees, etc.	**Decreased Rev.**	**Increased Rev.**
GPR Taxes	$ − ---	$ +
GPR Earned	− ---	+
FED	− ---	+
PRO/PRS	− ---	+
SEG-O/SEG-S	− ---	+
TOTAL State Revenues	$ − ---	$ +

Net Annualized Fiscal Impact on State & Local Funds

State	Annual Increases	Annual Decreases	Local	Annual Increases	Annual Decreases
Total Costs	$ − 19,361	$ + ---	Total Costs	$ −	$ +
Total Revenues	+ ---	− ---	Total Revenues	+	−

NET Impact on State Funds $ (+) or (−) 19,361

NET Impact on Local Funds $ (+) or (−) ---

Authorized Representative Alan Kingston
Alan W. Kingston. Asst. Supt.

Date 1/18/7

Agency
Department of Public Instruction

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FISCAL ESTIMATE
AD-MBA-23 (1/77)

☐ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

1977 Session

LRB or Bill No. 0574
Amendment No. if Applicable

If there is a state or local fiscal effect, attach worksheet.

Subject: Public Document Depository Libraries

Fiscal Effect

State:
☒ Increase/Decrease Existing Appropriation
☐ Create New Appropriation
☐ Increase/Decrease Existing Revenues

☒ Increase Costs – May Be Possible to Absorb Within Agency's Budget ☐ Yes ☒ No
☐ Decrease Costs
☐ No State Fiscal Effect

Local:
☐ Increase/Decrease Costs or Revenues
☐ Permissive ☐ Mandatory

☒ No Local Fiscal Effect

Fund Sources Affected: ☒ GPR ☐ FED ☐ PRO ☐ PRS ☐ SEG

Affected Ch. 20 Appropriations: 20.245(1)(a)

Assumptions Used in Arriving at Fiscal Estimate

The interagency public documents program envisioned in this proposed legislation has been worked out jointly by an ad hoc committee of the interested agencies.

The library technician proposed for the Historical Society is essential if the Society is to cooperate in this program. The cost data for this position and presented associated expenses in the text of the draft legislation is correct.

Long-Range Fiscal Implications

Adds one permanent employe

Agency: State Historical Society 1100

Authorized Representative: Eugene L. Spindler

Date: 20 Jan 1979

1979 ASSEMBLY BILL 215

FISCAL ESTIMATE WORKSHEET
Detailed Estimate of Annual Fiscal Effect
AD-MBA-22 (Revised 6/77)

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☒ ORIGINAL ☐ CORRECTED ☐ UPDATED ☐ SUPPLEMENTAL

LRB or Bill No. 0574

Amendment No. if Applicable

Subject: Public Document Depository Libraries

One-time Costs or Revenue Fluctuations (do not include in annualized fiscal effect)

None

Annualized fiscal impact on State funds from:

State Costs by Category	Increased Costs	Decreased Costs
FTE Position Changes	+ ( )	– ( )
Salaries and Fringes	$ – 13,400	$ +
Staff Support Costs	–	+
Other State Costs	– 3,200	+
Local Assistance	–	+
Aids to Individuals or Organizations	–	+
TOTAL State Costs by Category	$ – 16,600	$ +
State Costs by Funds	**Increased Costs**	**Decreased Costs**
GPR	$ – 16,600	$ +
FED	–	+
PRO/PRS	–	+
SEG-O/SEG-S	–	+
TOTAL State Costs by Fund	$ – 16,600	$ +
State Revenue—Complete this only when proposal will increase or decrease state revenues, such as taxes, license fees, etc.	**Decreased Rev.**	**Increased Rev.**
GPR Taxes	$ –	$ +
GPR Earned	–	+
FED	–	+
PRO/PRS	–	+
SEG-O/SEG-S	–	+
TOTAL State Revenues	$ –	$ +

Net Annualized Fiscal Impact on State & Local Funds

State	Annual Increases	Annual Decreases	Local	Annual Increases	Annual Decreases
Total Costs	$ – 16,600	$ +	Total Costs	$ –	$ +
Total Revenues	+	–	Total Revenues	+	–
NET Impact on State Funds	$ (+) or (–) 16,600		**NET Impact on Local Funds**	$ (+) or (–)	

Agency: State Historical Society

Authorized Representative: Eugene S Spindler

Date: 20 Jan 1979

FISCAL ESTIMATE
AD-MBA-23 (1/77)

☒ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

1977 Session

LRB or Bill No.
LRB 0574/2
Amendment No. if Applicable

If there is a state or local fiscal effect, attach worksheet.

Subject
Public Document Distribution

Fiscal Effect

State:
☒ Increase/~~Decrease~~ Existing Appropriation
☐ Create New Appropriation
☒ Increase/~~Decrease~~ Existing Revenues
☐ Increase Costs – May Be Possible to Absorb Within Agency's Budget ☐ Yes ☒ No
☐ Decrease Costs
☐ No State Fiscal Effect

Local:
☐ Increase/Decrease Costs or Revenues
☐ Permissive ☐ Mandatory
☒ No Local Fiscal Effect

Fund Sources Affected
☒ GPR ☐ FED ☐ PRO ☐ PRS ☐ SEG

Affected Ch. 20 Appropriations
20.505(1)(a)

Assumptions Used in Arriving at Fiscal Estimate

The assumptions used in determining the estimated fiscal impact of this draft on the Department of Administration were as follows:

1. The average annual salary and fringe cost of the 2.0 FTE positions included in section 86(3) of the draft is $24,100 and is valid;
2. An additional .25 FTE position is required to monitor DOA compliance with public document distribution (annual cost of salary and fringe is $3,600);
3. Additional charges to agencies for distribution of those "free" official documents in 35.84(2) will result in $17,000 GPR earned annually (assumes 10% of current Document Sales GPR costs);
4. Additional charges to Administrative Code subscribers for the notice section of the Administrative Register will result in $26,000 GPR earned annually;

Long-Range Fiscal Implications
None

Agency
Department of Administration

Authorized Representative

Date
January 24, 1979

FISCAL ESTIMATE WORKSHEET
Detailed Estimate of Annual Fiscal Effect
AD-MBA-22 (Revised 6/77)

1977 Session

LRB or Bill No.
LRB 0574/2
Amendment No. if Applicable

☒ ORIGINAL ☐ UPDATED
☐ CORRECTED ☐ SUPPLEMENTAL

Public Document Distribution

One-time Costs or Revenue Fluctuations (do not include in annualized fiscal effect)

Annualized fiscal impact on State funds from:

State Costs by Category	Increased Costs	Decreased Costs
FTE Position Changes	+ (2.25)	– ( )
Salaries and Fringes	$ – 27,700	$ +
Staff Support Costs	–	+
Other State Costs	–	+
Local Assistance	–	+
Aids to Individuals or Organizations	–	+
TOTAL State Costs by Category	$ – 27,700	$ +

State Costs by Funds	Increased Costs	Decreased Costs
GPR	$ – 27,700	$ +
FED	–	+
RO/PRS	–	+
SEG-O/SEG-S	–	+
TOTAL State Costs by Fund	$ – 27,700	$ +

State Revenue—Complete this only when proposal will increase or decrease state revenues, such as taxes, license fees, etc.	Decreased Rev.	Increased Rev.
GPR Taxes	$ –	$ +
GPR Earned	–	+ 43,000
FED	–	+
PRO/PRS	–	+
SEG-O/SEG-S	–	+
TOTAL State Revenues	$ –	$ + 43,000

Net Annualized Fiscal Impact on State & Local Funds

State	Annual Increases	Annual Decreases	Local	Annual Increases	Annual Decreases
Total Costs	$ – 27,700	$ +	Total Costs	$ –	$ +
Total Revenues	+ 43,000	–	Total Revenues	+	–
ET Impact on State Funds	$ (+) or (–) 15,300		**NET Impact on Local Funds**	$ (+) or (–)	

Agency	Authorized Representative	Date
Department of Administration		January 24, 1979

FN:tam

12/5/80

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WI:F3

ASSEMBLY SUBSTITUTE AMENDMENT 1 ,

TO 1979 ASSEMBLY BILL 215

June 29, 1979 – Offered by Representative METZ.

AN ACT to repeal 35.85 (2) (b), (6), (7), (11m), (12) and (13), 35.86 (4) and 44.06 (1) and (2); to renumber 35.82, 35.85 (2) (a), (8), (9) and (11), 35.86 (5) and (6) and 44.06 (3) and (4); to renumber and amend 44.06 (5); to amend 13.93 (1m), 35.85 (intro.), 35.93 (6) (intro.) and (e) and 44.14 (1); to repeal and recreate 43.05 (7); and to create 15.377 (6), 35.82, 35.825, 35.83, 35.92 and 43.05 (9) and (10) of the statutes, relating to revising public document distribution and sale, creating a public document council in the department of public instruction, granting rule-making authority and making an appropriation.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 13.93 (1m) of the statutes is amended to read:

13.93 (1m) 1970 ANNOTATIONS. The revisor of statutes shall prepare and deliver to the department of administration, as soon as practicable after the end of the regular legislative session of 1969, a printer's copy for a volume to be designated "Wisconsin Annotations" and to contain the Wisconsin constitution, notes of the legislative history of the sections of the statutes and annotations of court decisions interpreting the Wisconsin constitution and statutes, and such other matter as the revisor deems important. The department shall order printed, and the contract printer shall print and deliver, the number of copies ordered. This edition of the annotations shall be printed and published as supplement to the 1969 Wisconsin statutes; and the laws and the contract governing the printing and distribution of those statutes shall, as far as applicable, govern the printing and sale of the annotations, except that the annotations shall be sold at a price fixed by the department at approximately the cost thereof and there shall be no free distribution thereof except as provided in ss. 35.825, 35.84 (2) lines 7-D, 17-D, 18-D, 28-D and 35-D and 35.85 (5) ~~and (11m) and 44.06 (1)~~. The department shall designate the type, and shall determine the number of copies to be printed.

SECTION 2. 15.377 (6) of the statutes is created to read:

15.377 (6) PUBLIC DOCUMENT COUNCIL. There is created in the department of public instruction a public document council consisting of one representative each from the state historical society, the legislative reference bureau, the department of administration, the Wisconsin library association, one regional public document depository library, one selective public document depository library, the university of Wisconsin system and a major state department to be determined by the division for library services in the department of public instruction. Appointments shall be made for staggered 3-year terms from a list of recommended persons submitted jointly by the division for library services and the state superintendent of public instruction. The librarian designated coordinator of activities for public document depository libraries under s. 43.05 (7) shall be a nonvoting member of the council. The council shall advise the department of public instruction on the effectiveness of public document distribution and sales under ss. 35.82 to 35.83 and shall recommend solutions to any problems the department of public instruction and division for library services encounter in carrying out their responsibilities and duties under ss. 35.82 to 35.83. The council shall review all reports submitted to the department of public instruction under s. 35.825 (2) or to the division for library services which relate to public document distribution to depository libraries.

SECTION 3. 35.82 of the statutes is renumbered 35.815.

SECTION 4. 35.82, 35.825 and 35.83 of the statutes are created to read:

35.82 PUBLIC DOCUMENT DEPOSITORY LIBRARIES. (1) In ss. 35.82 to 35.92:

(a) "Division" means the division for library services in the department of public instruction.

(b) "Public document" includes all multiply reproduced documents, regardless of format or process, issued by any state agency for public information, guidance, regulation or general distribution, including all publications which are supported wholly or in part by any funds which are appropriated by law, without regard to the source of funds, but does not include administrative directives, procurement and operational bulletins, intraagency and interagency publications, forms, memoranda, correspondence, promotional materials and classroom materials.

(c) "Public document depository library" means a library designated under subs. (2) to (5).

(2) The state historical society is designated as a public document depository library and shall retain public documents delivered under s. 35.825 (4) as provided under s. 44.06 (1).

(3) The legislative reference bureau is designated a public document depository library and shall retain in the bureau's noncirculating reference collection of Wisconsin public documents one copy of each of the public documents delivered under s. 35.825 (4) for a period the bureau

determines is reasonable.

(4) The library of congress and the center for research studies are designated public document depository libraries outside this state.

(5) The division shall designate public depository libraries in this state which will accept and preserve public documents delivered as directed by s. 35.825 (4) and which are adequately staffed and capable of ensuring advantageous access to those public documents. The division may promulgate rules establishing criteria and the procedure for designation and termination of public document depository libraries under this subsection. The division shall designate no more than 10 libraries to serve as regional public document depository libraries which shall maintain all public documents made available. The division shall designate no more than 50 libraries to serve as selective public document depository libraries which shall maintain only those public documents selected by the library.

35.825 PUBLIC DOCUMENT DISTRIBUTION. (1) Each state agency head shall designate one person to supervise compliance with all document distribution requirements specified under this section.

(2) Each state agency head shall submit to the division a report on the procedures established by the state agency for complying with sub. (4). The report shall include the name of the person designated under sub. (1) and shall be submitted at the beginning of each biennium.

(3) The division shall coordinate all public document distribution requirements specified under this section and shall provide each person designated under sub. (1), at the beginning of each biennium, with a complete list of public document depositary libraries.

(4) Except as provided by s. 35.83 (3), the person designated under sub. (1) shall send sufficient copies of each public document published by the state agency to the division for distribution to the following places

in the numbers indicated:

(a) The state historical society, 2 copies.

(b) The legislative reference bureau, 3 copies.

(c) The regional public document depository libraries, one copy for each library.

(d) The selective public document depository libraries, one copy for each library.

(e) The library of congress, one copy.

(f) The center for research libraries, one copy.

(5) The division shall deliver each public document received under sub. (4) to the public document depository libraries within 30 days after the date the division receives the public document.

35.83 PUBLIC DOCUMENT DISTRIBUTION; DEPOSITORY LIBRARIES, EXEMPTIONS. (1) Except as specified in sub. (2), public documents published exclusively for public sale by the university of Wisconsin press or the state historical society press and public documents sold primarily on a subscription basis are exempt from the public document depository library distribution requirements under ss. 35.82 and 35.825.

(2) Three copies of each public document exempted under sub. (1) shall be delivered to the division without charge. The division shall deliver one copy to the state historical society, and one copy to the legislative reference bureau.

(3) A publishing state agency may restrict the number of copies provided for distribution under s. 35.825 (4) to only that number necessary for distribution to the public document depository libraries specified under s. 35.825 (4) (a) to (c) if the public document is published in limited quantities because of the cost of the public document or the nature of the information contained.

SECTION 5. 35.85 (intro.) of the statutes is amended to read:

35.85 (intro.) OTHER DISTRIBUTION. The department shall make the following distribution of public ~~printing~~ documents in addition to that indicated in ~~s.~~ ss. 35.825 and 35.84:

SECTION 6. 35.85 (2) (a) of the statutes is renumbered 35.85 (2).

SECTION 7. 35.85 (2) (b) of the statutes is repealed.

SECTION 8. 35.85 (6) and (7) of the statutes are repealed.

SECTION 9. 35.85 (8), (9) and (11) of the statutes are renumbered 35.85 (6), (7) and (8).

SECTION 10. 35.85 (11m), (12) and (13) of the statutes are repealed.

SECTION 11. 35.86 (4) of the statutes is repealed.

SECTION 12. 35.86 (5) and (6) of the statutes are renumbered 35.86 (4) and (5).

SECTION 13. 35.92 of the statutes is created to read:

35.92 DEPARTMENT COOPERATION. Every state agency shall:

(1) Annually review mailing lists of persons receiving its public documents to assure distribution only to those persons who need or are continuing to request the public document.

(2) Limit distribution of its public documents to legislators by requiring that legislators request a specific public document or category of public documents so that no general distribution of public documents to legislators is made.

SECTION 14. 35.93 (6) (intro.) and (e) of the statutes are amended to read:

35.93 (6) (intro.) The free distribution provided for in this subsection is in lieu of any free distribution which may be prescribed by s. 35.825, 35.84, 35.85~~,~~ or 35.86 ~~or 43.05 (7)~~. The department shall distribute copies of the code (including the table of contents, index~~,~~ and necessary binders) and issues of the register free, as follows:

BEST COPY

(e) To public libraries designated ~~pursuant-to-s.--43.05--(7)~~ under s. 35.82 (5) as depositories of state public documents, one copy each;

SECTION 15. 43.05 (7) of the statutes is repealed and recreated to read:

43.05 (7) Designate a librarian to serve as a coordinator of activities for public document depository libraries under ss. 35.82 to 35.83 and to fulfill its responsibilities under ss. 35.82 to 35.83.

SECTION 16. 43.05 (9) and (10) of the statutes are created to read:

43.05 (9) Prepare and publish a list of public documents distributed by it which clearly defines each public document and its publishing office and provide copies of the list to each public document depository library designated under s. 35.82 (5) and each person designated under s. 35.825 (1).

(10) Forward, upon receipt, copies of the annual reports required under s. 35.825 (2) to the public document council created under s. 15.377 (6) for review.

SECTION 17. 44.06 (1) and (2) of the statutes are repealed.

SECTION 18. 44.06 (3) and (4) of the statutes are renumbered 44.06 (1) and (2).

SECTION 19. 44.06 (5) of the statutes is renumbered 44.06 (3) and amended to read:

44.06 (3) The historical society shall prepare a periodic ~~checklist~~ list of public documents issued by the state~~;--including--all--reports; circulars;-bulletins-and-releases-issued-by-the-various-state-departments; boards;--commissions-and-agencies~~ and shall publish this list in such form and with such notes as to show the scope and purpose of ~~such~~ each publication.

SECTION 20. 44.14 (1) of the statutes is amended to read:

economical system of handling federal documents in this state in such a way as to effect savings of staff and space to the participating libraries, both state and local; to make such documents more available to more of the people, colleges and libraries of the state, in accordance with the purposes of the federal depository act of 1895 and the needs of the citizens of the state; and to make possible substantial economies in the publication costs of such documents at the federal level as well. To this end the ~~state-documents-depository-established--by--s.----44.06~~ state historical society may acquire and establish a central state depository and loan collection of federal documents for the benefit of the university of Wisconsin system, the state law library, the depository libraries and such other college and public libraries in this state as may desire to share in the benefits of this loan collection.

SECTION 21. APPROPRIATION INCREASE AND POSITION AUTHORIZATION. (1) The appropriation under section 20.245 (1) (a) of the statutes, as affected by the laws of 1979, is increased by $15,346 for the fiscal year 1979-80 and by $16,630 for the fiscal year 1980-81 to pay increased operational costs incurred in implementing duties specified under sections 35.82 to 35.83 of the statutes, as affected by this act, and to authorize and fund one full-time library technician to assist in administering the duties.

(2) The appropriation under section 20.255 (3) (a) of the statutes, as affected by the laws of 1979, is increased by $23,159 for the fiscal year 1979-80 and by $25,021 for the fiscal year 1980-81 to pay increased operational costs incurred in fulfilling the duties prescribed under sections 35.82 to 35.83 and 43.05 (7) to (10) of the statutes, as affected by this act, and to authorize and fund 1.5 additional positions (one-half librarian II and one library assistant).

SECTION 22. INITIAL APPOINTMENTS. Of the members first appointed under section 15.377 (6) of the statutes as created by this act, 3 shall be appointed for terms ending July 1, 1980, 3 shall be appointed for terms ending July 1, 1981, and 3 shall be appointed for terms ending July 1, 1982.

SECTION 23. PROGRAM RESPONSIBILITIES. (1) In the list of program responsibilities for the department of administration under section 15.101 (intro.) of the statutes, reference to section "44.06" is deleted.

(2) In the list of program responsibilities for the department of public instruction under section 15.371 (intro.) of the statutes, reference to section "35.85 (6)" is deleted.

(3) In the list of program responsibilities for the division for library services under section 15.371 (3) of the statutes, reference to sections "35.82 to 35.83" is inserted.

(4) In the list of program responsibilities for the historical society under section 15.701 (intro.) of the statutes, reference to section "35.85 (12)" is deleted; and reference to sections "35.82" and "35.83" is inserted.

(End)

12/5/80

WI:L

Wisconsin Department of Public Instruction *Division for Library Services*

REFERENCE and LOAN LIBRARY

2109 South Stoughton Road *Madison, WI 53716*

WISCONSIN DOCUMENT DEPOSITORY Shipment 80-9 October, 1980

Department of Employe Trust Funds.
- Disability Benefits ET-IB-513 (8/80) (Limited distribution)
- Disability Benefits ET-WR-513 (8/80) (Limited distribution)
- Formula Benefit Table ET-WR-502 (Rev. 9/80)
- Your Benefits At A Glance ET-IB-511 (Rev. 5/80)

Department of Health and Social Services.
- Blood Alcohol Testing for Motor Vehicle Deaths

Department of Industry, Labor & Human Relations.
- Survey of Wage Rates in Selected Occupations, May 1980

Department of Local Affairs & Development.
- DLAD Newsletter - Coastal Areas Important to State Economy - July, 1980

Department of Justice.
- Summary of Opinions Issued by the Attorney General for the Period of April 1, 1980 through June 30, 1980

Department of Natural Resources.
- Draft Environmental Impact Statement - Wastewater Treatment Facilities City of Portage, Wisconsin (Limited distribution)
- Factors Influencing Reproduction of Brown Trout Above and Below a Flood Water Detention Dam on Trout Creek, Wisconsin, Research Report 106
- Minutes - Natural Resources Board Committee of the Whole - February 27, 1980 (Limited distribution)
- Minutes - Natural Resources Board Committee of the Whole - May 28, 1980 (Limited distribution)
- 1980 Deer Hunting Information
- 1980 Wisconsin Migratory Bird Regulations
- 1980 Wisconsin Trapping Regulations - New Rules at a Glance
- St. Croix River State Forest, Pub. 11-2400(80)
- State of Wisconsin, Surface Water Quality Monitoring Data - 1978 (Limited distribution)
- Winter Camping
- Wisconsin is Watching
- Wisconsin's 1981 Solid Waste Grant Request For 1981
- Wisconsin Wood Marketing Bulletin - August, 1980

Department of Public Instruction.
- Abstracts of Wisconsin Projects Funded by ESEA Title IV, Part C - Fiscal Year 1980 (Limited distribution)
- Application - ESEA Title IV, Part B - Lea and Fiscal Information (Limited distribution)
- Data Collection Plan - July 1, 1980 through June 30, 1981 (Limited distribution)
- Equity Issues - Title IX in Action--An Evaluation and Prognosis (Limited distribution)
- Guidelines - ESEA Title IV - FY 81 (Limited distribution)
- Inside Story (Limited distribution)
- Instruction Manual - ESEA Title IV, Part B - FY 81 (Limited distribution)
- Instruction Manual - ESEA Title IV, Part C - FY 81 (Limited distribution)
- 1980 Wisconsin Pupil Assessment Program Report
- Official Read-to-Me Record All Creatures Great and Small - (Limited distribution)
- Regional Meetings ESEA Title IV - Fiscal Year 1981 (Limited distribution)
- Regulations Implementing P.L. 94-142 (Limited distribution)
- State Superintendent's Conference for District Media Directors - Tour Book - 1980 (Limited distribution)
- Super Snooper Certificate (Very limited distribution)
- Wisconsin Test Scores - 1980 (Limited distribution)

Department of Transportation.
- Motorcyclist's Handbook (Limited distribution)
- Motorists Handbook (Limited distribution)
- 1979 Progress Report - Wisconsin Urban Transportation Studies (Limited distribution)
- 1979 Wisconsin Traffic Data - Automatic Traffic Recorder (Limited distribution)
- Phase II Final Project Report (Limited distribution)
- Planned Access: Protection for Wisconsin's Highways
- Wisconsin's Chauffeurs Handbook (Limited distribution)
- Wisconsin Handbook for School Bus Drivers, March '80 Revision (Limited distribution)
- Wisconsin Traffic Trends (Limited distribution) July, 1980
- Wisconsin Traffic Trends (Limited distribution) August, 1980
- Wisconsin Transportation Planning Program State Highway Plan - Special Report - Passenger Travel Demand Model & Analysis

Wisconsin. Group Insurance Board.
- Group Health Insurance Benefits

Wisconsin. Housing Finance Authority.
- WHFA - Annual Report Wisconsin Housing Finance Authority July 1, 1979-June 30, 1980 (Limited distribution)

Wisconsin. Legislative Council Staff.

- Appendix - Statutory and Session Law Provisions Cited in Legislative Council Staff Brief 80-13, Wisconsin State Programs Involving Conservation of Petroleum in Transportation (Very limited distribution)
- Current and Proposed Federal Requirements Related to Employes' "Right-to-Know" About Toxic Substances in the Workplace (Limited distribution)
- Definitions of "Toxic Substances", Information Memorandum 80-31 (Limited distribution)
- Employes "Right-to-Know" Legislation Relating to Toxic Materials in the Workplace, Discussion Paper 80-13 (Limited distribution)
- Establishment of an Occupational Disease Incidence Detection System, Discussion Paper 80-11 (Limited distribution)
- Introduction to the Weatherization Assistance Program in Wisconsin, Staff Brief 80-11 (Limited distribution)
- Issues Relating to Creation of Pretrial Release Programs, Discussion Paper 80-9 (Limited distribution)
- Issues Relating to Pretrial Release Pursuant to the Issuance of a Citation or Summons, Discussion Paper 80-15 (Limited distribution)
- Issues Relating to Recommendations Concerning the Weatherization Assistance Program, Discussion Paper 80-14 (Limited distribution)
- Michigan Proposal for a Critical Materials Registry, Information Memorandum 80-27 (Limited distribution)
- Occupational Health Hazard Exposures for Public Sector Employes, Information Memorandum 80-28 (Limited distribution)
- Operation and Regulation of, and Information Regarding Consumer Complaints Against, Finance Companies in Wisconsin, Information Memorandum 80-25 (Limited distribution)
- Questions Relating to the Possible Establishment of a Toxic Materials Registry, Discussion Paper 80-12 (Limited distribution)
- Recipients of Legislative Council Staff Brief 80-9, The Retrieval of Information for Use in Pretrial Release and the Regulation of Criminal Record Information Systems (Limited distribution)
- Selected State Agencies' Activities Related to Environmental Health, Staff Brief 80-16 (Limited distribution)
- Sexual Abuse of Children: A Background Report, Staff Brief 80-19 (Limited distribution)
- Standards Applied by the Courts in Reviewing Final Decisions of Administrative Agencies, Information Memorandum 80-29 (Limited distribution)
- State Laws - Sales Below Cost, Information Memorandum 80-26 (Limited distribution)
- State Program For Public Sector Employes Under Sec. 18 (b) of the Federal Occupational Safety and Health Act, Discussion Paper 80-19 (Limited distribution)
- Suggestions Relating to Community Correctional Programs, Discussion Paper 80-16 (Limited distribution)

Wisconsin. Legislative Council Staff (Cont.)
- Supervision and Performance Evaluation of State Agency Hearing Examiners, Staff Brief 80-18 (Limited distribution)
- Threshold Issues Relating to Deregulation of Water Utilities and Telephone Cooperatives, Discussion Paper 80-17 (Limited distribution)
- Wisconsin and Federal Energy Conservation Programs Relating to Space Heating in Existing Residences, Staff Brief 80-20 (Limited distribution)
- Wisconsin State Programs Involving Conservation of Petroleum in Transportation, Staff Brief 80-13 (Limited distribution)

Wisconsin. Legislative Fiscal Bureau.
- Governmental Programs and Funding for the Elderly-Fiscal Years 1974-1981

Wisconsin. Legislative Reference Bureau.
- Recent History and Current Status of Abortion Law, Informational Bulletin 80-IB-5, September 1980
- Wisconsin's Outlook on Energy, Informational Bulletin 80-IB-4, September 1980
- Wisconsin Briefs, Brief 80-13 (Preliminary edition)
- Wisconsin Briefs, Brief 80-13 (Revised edition)

Wisconsin. State Historical Society.
- Badger History Resource Units
- Currently Received Federal Government Depository Publications in Madison, Wisconsin Libraries Revised through July 1980
- Museum Memo
- Name Authority List to Accompany Wisconsin Public Documents, August 1980

NOTE: Please find enclosed a Wisconsin document duplicate exchange list from LRC - Documents Department, University of Wisconsin, Stevens Point; Stevens Point, Wisconsin 54481. If you are interested in any of these documents please correspond directly with Stevens Point. The deadline for this list is December 1, 1980.

jl
10/10/80

CHECKLIST EXHIBIT

12/5/80

m WI:M

CHECKLIST OF WISCONSIN PUBLIC DOCUMENTS FOR No. 1.

DECEMBER, 1916.

Prepared by the Wisconsin State Historical Library,

Madison.

Laws of Wisconsin passed at the special session of the legislature, commencing Oct. 10, 1916. 18p. 8vo.

GOVERNOR. Laws, rules and regulations governing applications for pardons. [3]p. 8vo.

ATTORNEY GENERAL. Opinions of the Attorney General of the state of Wisconsin. Vol. III. January 1,
ennial
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HISTORY OF THE CHECKLIST

Wisconsin was one of the first states to begin a checklist of its state publications. The Checklist of Wisconsin Public Documents was initiated by the State Historical Society of Wisconsin in January 1917. A statement of Milo M. Quaife, Superintendent ofthe Society, introduced the Checklist. It is accompanied here by the pilot issue.

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Milo M. Quaife

Superintendent of Wisconsin

Historical Library

January, 1917

CHECKLIST EXHIBIT

THE PUBLIC DOCUMENT DIVISION

OF THE

WISCONSIN HISTORICAL LIBRARY

By ANNA W. EVANS

As a companion piece to the first issue of the Checklist, Anna W. Evans prepared the 25 page Bulletin of Information no. 87 on the Public Document Division which she supervised.

The State Historical Society of Wisconsin
Bulletin of Information No. 87
March, 1917

CHECKLIST EXHIBIT

The Checklist began as a monthly and for the first three years, 1917-1919, cumulated in annual editions as the Bulletin of Information no. 91, 95, and 96. The Society has continued its regular publication of the bibliography for more than 60 years.

The early beginnings of the Checklist were made more auspicious by the articles appearing concurrently in the newly founded Wisconsin Magazine of History. Some Wisconsin documents described the more important State publications in lengthy paragraph form. Ten such articles appeared between 1917 and 1922 when the series ended.

CHECKLIST EXHIBIT

Issac Bradley, who was the second Librarian for the Society, compiled a list of Wisconsin State publications issued before 1902. After World War I plans were made to fill the gap between Bradley's list and the Checklist which began in 1917, but these plans failed to materialize. Time and developments in serial cataloging make this deficiency less important.

The Checklist continued as a monthly (without cumulation) 1920-1933. It existed as a bimonthly for the next decade, but in 1945 was reduced to a quarterly. At this time it acquired a new title: Wisconsin Public Documents.

CHECKLIST EXHIBIT

The 1945 name change has remained with the checklist, but in 1965 after twenty years as a quarterly, an increase in frequency to bimonthly foretold that changes were in store for the faithful carrier of Wisconsin State government publications listings. After three years as a bimonthly, Wisconsin Public Documents, in 1968, celebrated its advancing years by reverting to its original publication pattern. It became again a monthly with annual cumulation.

The publication which Milo M. Quaife had characterized as a useful innovation and which had thrived under the care of Anne W. Evans thru her twenty-one years as a Public Documents Librarian, finally in 1949, ten years past the avaunted time, achieved its age of majority. By the Laws of 1949, Chapter 52, Section 44.11(5) the Checklist acquired official recognition of its accepted role. The legal inceptions which assigned listing of State government publications to the State Historical Society had been unanimously supported by other interested State agencies.

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(5) The state historical society shall prepare a periodic checklist of public documents issued by the state, including all reports, circulars, bulletins and releases issued by the various state departments, boards, commissions and agencies and shall publish this list in such form and with such notes as to show the scope and purpose of such publication.

SECTION 19. 46.03 (11) of the statutes is repealed.

SECTION 20. 59.08 (30) of the statutes is amended to read:

59.08 (30) *To* appropriate * * * *money* to any local historical society duly in-

CHECKLIST EXHIBIT

From 1968 onwards, the bibliography which lists Wisconsin State government publications has increased its service to the user. In that year, indexing of the annual cumulation was begun. In 1970, classification numbers were added to the citation in both monthly and annual lists. In 1974, the record for the publication in the monthly issue was done according to Anglo American cataloging rules for descriptive cataloging and, in 1977, Library of Congress subject headings were added to the record as well. With the beginning of 1978, the catalog records from Wisconsin Public Documents are being input into the OCLC data base and cards are available through this automated system.

HIGHLIGHTS IN THE DEVELOPMENT OF WISCONSIN PUBLIC DOCUMENTS

1917	Began as a useful innovation by Milo M. Quaife, Superintendent of Wisconsin State Historical Society.
1949	Statutory authorization received for producing a checklist,
1968	Annual cumulating and indexing of checklist began.
1978	Adopted full cataloging for record as provided by OCLC input.
1979	Provided name authority documentation.

CHECKLIST EXHIBIT

PREPARATION OF THE CHECKLIST

With the adoption of an automated system of cataloging and card production by means of an OCLC terminal, preparation of the monthly and annual issues of Wisconsin Public Documents has been greatly simplified.

PREPARATION OF MONTHLY ISSUES

The original cataloging for monographs (10) and serials (13) is done on worksheets (11) and (14) from which the information can be input on the OCLC terminal. The automatically generated cards (12) and (15) when received are photocopied, cut out and a paste-up (16) is made from the copy. The paste-up is then duplicated for copy (17) to be distributed.

MONOGRAPH

SERIAL

CHECKLIST EXHIBIT

PREPARATION OF ANNUAL EDITION

The full and detailed catalog records in the monthly issue are used as the basis for preparation of the annual cumulation. A second photocopy (18) is made each month to be cut out and filed in the arrangement used for the annual cumulation. The redundancies required under descriptive cataloging rules for single records are edited out in the retyping process when the manuscript (19) for the annual edition is created. The annual listing is therefore very economical of space but sacrifices little of the information found in the original record.

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LIST OF PUBLICATIONS AVAILABLE FROM:

Department of Administration
Document Sales and Distribution
202 South Thornton Ave.
Madison, WI 53702
Tel. 608 266-3358

Stock No.	Publication	Price
220-68	Attorney General Opinions, Volume 68, 1979	$12.30
219	Attorney General Opinions, Volume 67, 1978	8.50
218	Attorney General Opinions, Volume 66, 1977	8.60
217	Attorney General Opinions, Volume 65, 1976	7.75
216	Attorney General Opinions, Volume 64, 1975	7.00
215	Attorney General Opinions, Volume 63, 1974	10.50
214	Attorney General Opinions, Volume 62, 1973	7.00
212	Attorney General Opinions, Volume 60, 1971	7.50
211	Attorney General Opinions, Volume 59, 1970	4.00
210	Attorney General Opinions, Volume 58, 1969	4.50
239	1979 Wisconsin Blue Book (soft cover)	1.00
270	Public Service Commission Report, Vol. 36	1.50
272-282	Public Service Commission Report, Vol. 38 thru 48	1.50 Ea.
283	Public Service Commission Report, Vol. 49, 1964	10.00
284	Public Service Commission Report, Vol. 50, 1965	10.00
288	Public Service Commission Report, Vol. 54, 1969	10.00
290	Public Service Commission Report, Vol. 56, 1971	10.00
291	Public Service Commission Report, Vol. 57, 1972	10.00
292	Public Service Commission Report, Vol. 58, 1973	10.00
340	Town Law Forms - 1977	1.25
350	Wisconsin Session Laws, Vol. 1 - 1977	15.00
351	Wisconsin Session Laws, Vol. 2 - 1977	17.00
350-79-1	Wisconsin Session Laws, Vol. 1 - 1979	14.00
363	Wisconsin Statutes - 1977 (3-Volume hard cover)	43.00
442	Tax Appeals Decisions, Volume 2	2.75
443	Tax Appeals Decisions, Volume 3	3.00
444	Tax Appeals Decisions, Volume 4	6.00
445	Tax Appeals Decisions, Volume 5	4.75
446	Tax Appeals Decisions, Volume 6	5.50
447	Tax Appeals Decisions, Volume 7	7.50
448	Tax Appeals Decisions, Volume 8	11.50
449	Tax Appeals Decisions, Volume 9	30.00
450	Tax Appeals Decisions, Volume 10	30.00

PLEASE ADD 4% SALES TAX TO ALL ORDERS

8/80

Stock No.	Publication	Price
480	Executive Budget - 2 volumes	$ 8.00
499	1970 Wisconsin Annotations	15.00
510	Dept. of Industry Labor & Human Relations - Unemployment Compensation Digest	19.00
523	Instructional Television - Guide for Teachers & Admin.	.70
556	Control of Hazardous Industrial Noise Exposure	2.00
561	Writers & Secretaries Guide	.50
565	Index to Attorney General Opinions (1845-1972)	23.00
570	Wisconsin Population Projections - June 1975 3rd Edition	5.00
578	Working Together - A Native American Resource & Referral List	.40
580	Chapter 70, 1977 Statutes (Property Taxes)	.75
581	Working Together - A Hispanic Resource Referral List	.40
582	Working Together - A Res. & Ref. List for Black Groups	.40
586	State-Local Relations & Financing Policy - Final Report	2.50
587	State-Local Relations & Financing Policy - Recommendations	1.50
591	1977 Justice Dept. Laws	3.40
596	A Model; An Affirmative Action Plan for County Gov't and Program Manual for the Development of an Affirmative Action Plan for County Governments	6.25
598	District Attorney and the Criminal Case	7.60
600	Fire Hazard Regulations	.30
601	Get a Move On	.05
603	Land Records	.85
619	Subscription Service - Technical Information Memo	2.00
620	Technical Information Memoranda	4.00
621	Technical Information Memoranda Binder	2.00
660	Income Maintenance Manual	17.40
	Upkeep	10.20
661	Child Support Enforcement	10.40
	Upkeep	10.20

PLEASE ADD 4% SALES TAX TO ALL ORDERS

Stock No.	Publication	Price
662	Medical Assistance Eligibility Handbook	9.40
	Upkeep	10.20
663	Food Stamps Handbook	8.40
	Upkeep	10.20
664	Income Maintenance Handbook	8.40
	Upkeep	10.20
665	Relief of Needy Indian Persons	7.40
	Upkeep	10.20
666	County Administrators Manual	7.40
	Upkeep	10.20
800	Municipal Court Citation Form (A minimum of 10 sets must be ordered)	.55
1001	Feeding Infants	1.25
1002	Nutrition Screening & Assessment	2.25
1003	Munch	1.00
1021	Wis. County Employee Wage & Benefit Survey	6.00
1022	Wis. Wage & Benefit Survey for Munic. over 2,500	6.00
1023	Wis. Wage & Benefit Survey for Munic. under 2,500	6.00
1057	1979 Statistical Abstract	9.50
1024	Personnel Policies Survey	7.50
1030	Wisconsin Open Meetings Law	2.60
1050-A	All Providers	4.00
	Upkeep	3.00
1050-B	Dental	1.75
	Upkeep	3.00
1050-F	Hospital, Dialysis Ctrs. & Blood Banks	1.75
	Upkeep	3.00
1050-M	Rural Health Clinics	1.75
	Upkeep	3.00
1077	Criminal Investigation and Physical Evidence Handbook	2.80
1088	1980 Services to Wisconsin Communities (Orange Book)	5.00
1097-A	Alphabetical Listing of Job Titles	2.60
1097-B	Compensation Plan 1979-1980 (Salaries)	2.90
1097-C	Alphabetical Listing and Compensation Plan	4.25
1130	Real Estate Law Manual (1980)	4.81

PLEASE ADD 4% SALES TAX TO ALL ORDERS

WY

B. Letters and commentaries

M. Studies, surveys and workshops

Comments on the Present Status of the State Publications Program in Wyoming

Wyoming publications continues to be listed on a regular basis in the State Library's publication The Outrider. State agencies have been quite cooperative in providing copies of their publications to the State Library.

Although the need for reorganization and full bibliographic access to this collection is recognized, the increasing workload of the Government Publications Depository staff, which is also responsible for the Federal Regional Depository collection, has made any meaningful implementation of such a project virtually impossible.

The situation is fully addressed in the report "The Kansas State Library's State Publications Program and Its Possible Application in Wyoming" which was written as the result of a Western Council of State Libraries Continuing Education Staff Exchange visit by the Head of the Wyoming State Library's Government Publications Depository. Copies of this report are included with these comments.

Jerome B. Frobom
Head, Government Publications
  Depository
Wyoming State Library
Cheyenne, Wyoming 82002
October 20, 1980

WY:M

THE KANSAS STATE LIBRARY'S STATE PUBLICATIONS PROGRAM AND ITS POSSIBLE APPLICATION IN WYOMING

A Report of a Western Council of State
Libraries Continuing Education
Staff Exchange Visit
April 23-27, 1979

by

Jerome B. Frobom, Head
Government Publications Depository
Wyoming State Library
May 21, 1979

BACKGROUND:

Although the Wyoming State Library is a designated depository for Wyoming State publications, bibliographic and subject access has been a continuous problem with this sizeable collection.

Materials are presently arranged by issuing agency, with the only bibliographic access being the "Monthly Checklist of State Publications" which appears in the State Library's monthly publication, The Outrider. There is no specific subject access to this collection, estimated at 2,000+ items, with 175 - 200 items added annually.

Approximately three years ago, I formulated a classification scheme which is quite similar in principle to the Superintendent of Documents classification system developed by the U.S. Government Printing. Since that time, some of the major series have been classified and incorporated into a retrospective shelf list. However, no attempt has been made to provide subject access.

When the State Library became aware of the Kansas program, which is described below, we hoped this might provide an answer, in whole or in parts, to our situation. With the recent acquisition of OCLC terminals, we now have access through a retroconversion program to acquire bibliographic data in machine readable computer tapes, which is a vital part of the Kansas State Library's program.

Upon receiving the go-ahead from the Western Council of State Libraries to visit the Kansas State Library through the Council's Continuing Education Staff Exchange program, we contacted Mrs. Ernestine Gilliland, The Kansas State Librarian, who extended an invitation to visit the State Library in Topeka, and who provided time for her staff to explain the Kansas State Documents Program in detail. This visit took place April 23 through April 27, 1979.

PREPARATION:

In order to have some common ground with the Kansas State Library staff to work from, I sent them a copy of Carmela Ruby's memo of November 15, 1978 to Rich Wilson, the Western Council's Continuing Education contact, which contains a number of suggestions providing some structure to a staff exchange visit.

As a part of these suggestions, I developed and sent a set of objectives, which we could all work from. The objectives were:

1. Compare the relative importance of State publications of the two States in answering reference questions. Does full OCLC cataloging make the Kansas State publications collection more accessible and, therefore, is it used more? What is the relationship between the Kansas Legislative Reference Library and the Reference Library in terms of processing and using Kansas State publications.
2. Examine arrangement (classification) of the Kansas State publications collection.
3. Examine the processing flow of Kansas State publications from receipt to shelf. Where does OCLC cataloging take place in this flow?
4. Examine the manpower/expertise levels necessary to do OCLC cataloging for government publications.
5. Determine if the Wyoming State Library can do OCLC cataloging of State publications taking the following into consideration:
    a. Requirements of expertise to do original OCLC cataloging.
    b. Size of collection.
    c. Size of existing government publications
    d. Expertise of existing government publications staff.
    e. Practical benefits of cataloging Wyoming State publications collection.

In addition, I also spent some time with our Bibliographic Services Division, familiarizing myself with OCLC terminal operation, field, codes, ISBD punctuation, and other OCLC cataloging protocols.

THE KANSAS STATE LIBRARY PUBLICATIONS SYSTEM:

The State publications system now implemented by the Kansas State Library involves both bibliographic control of publications received, including subject access, and a state-wide depository system for distribution of State publications.

Cataloging and Indexes:

Under recent legislation, the Kansas State Library is responsible for the publication and distribution of "an official list of state publications with at least an annual cumulation. Such official list shall provide a record of each agency's publications and shall show, in addition, the author, title, major subject content and other appropriate catalogue information for any such publication" (6 KSA 1977, Sec. 75-2567).

This legislative mandate developed by Ron Haselhuhn of the Library School at Emporia State University and State Library staff, primarily Marc Galbraith, also includes legal definitions of the terms "publication" and "state agency" which could be used in future Wyoming legislation.

Upon receipt, a publication is first routed to the reference area for examination and is then sent to the state publications area for cataloging. A decision regarding the suitability for depository libraries is made, and additional copies are acquired as necessary.

Cataloging is done on OCLC, at full I level by a full-time cataloger, Ms. Betty Kasey. Included in the entry is a stock number (for depository and indexing purposes) a Kansas Documents classification number, a Dewey classification number, and a brief abstract of content.

The Kansas Documents classification system is based on GPO SuDocs principles, with agencies assigned pre-determined alphanumeric designations. Individual monographs are then cuttered by title, while periodicals and materials in numbered series are assigned individual numbers.

Because of the complexity of deciding main entry, determining the exact title, and the resulting added entries and various series notes, the necessity of having a professional librarian doing the cataloging is quite evident. Ms. Kasey is also responsible for assigning Library of Congress subject headings.

The entire program is supervised by Mr. Bruce Flanders, whose other duties include inter-library loan (1/2 time) and limited scheduled reference work.

To create the quarterly catalog, the state publications entries are pulled from the OCLC archival tapes, using the stock number, which is unique to these State Library entries. These entries are then arranged alphabetically by issuing agency/author, and then by title, formatted using a GPO Monthly Catalog format, assigned a catalog item number, and printed into a catalog.

Printed indexes to the quarterly issue are provided by computer through the use of an augmented KWOC system, using an extensive word suppression list to keep the size of the issuing agency/author index and the title index manageable and still useful. These KWOC indexes have the complete issuing agency/author, or complete title, printed alongside to assist in access. The alphabetical subject index lists the appropriate entries by catalog item number only.

The program further provides for an annual cumulation of the indexes, but cost constraints have not allowed for a printed cumulation of the catalog entries, which must be saved.

The computer programs for this system are the responsibility of Curtis Hufteling, the computer services librarian, who presently spends approximately 60% of his time with the state publications catalog project.

The Depository System:

Libraries are designated as depositories by the Kansas State Library, meeting qualifications generally outlined in the Kansas Statutes. A contract between the depository library and the Kansas State Library further defines the responsibilities of both libraries involved. There are now 20 depository libraries designated as depositories for Kansas State publications.

Shipments of depository material are sent out monthly, with a shipping list created as a part of the catalog system enclosed to provide either Dewey or Kansas Documents classifications for those libraries which choose to use them.

Comments:

Several alternatives using parts of the Kansas system are easily discerned. For example, one could use OCLC for card production for the State Library card catalog, with a printed catalog issued at regular intervals for the general library public. This would alleviate any time lags created by waiting for the printed catalog.

The depository program appears to be working well. I visited with Ms. Helen Klostermann, the government documents librarian at Emporia State University, who commented quite favorably on the entire system.

Although the State agency librarians we visited do not use the printed catalog, I was not surprised. Special libraries often require unique systems to meet their own needs. I was impressed, however, with the visibility the State Library has with State agencies as a whole, especially with the Legislative Service Bureau.

One of my main objectives in examining the Kansas program was determining the amount of manpower and professional expertise necessary to implement and run the program.

Presently the program is administered by a 1/2 time professional (with limited responsibilities for reference), a full-time professional level cataloger, and a computer services librarian who devotes about 60% of his time to the project.

Mr. Flanders indicated that since most of the "bugs" have been eliminated from the system, a retro-conversion program would soon be undertaken to get the pre-1977 materials into the system.

CALENDAR:

I was at the Kansas State Library from April 23 - 27, arriving in Topeka on April 22. April 23 and 24 were spent at the State Library with Mr. Flanders and Mr. Haselhuhn in in-depth discussions regarding the Kansas program and possibilities for adaptation to the Wyoming situation.

April 25 was spent with Mr. Flanders visiting several state agency libraries to determine the relationship of the program to state agencies. Mr. Flanders and I spent April 26 at Emporia, where I met Dr. Charles Bolles, Dean of the Library School, and continued discussions with Mr. Haselhuhn regarding the system. I also discussed the State depository system with Ms. Klostermann, and also discussed some aspects of the federal depository program.

I spent April 27 wrapping up loose ends, and having various questions answered by members of the Kansas State Library Staff.

CONCLUSIONS AND RECOMMENDATIONS:

In order to examine the possibilities of implementing the Kansas documents program, in whole or in part, at the Wyoming State Library, it is first necessary to examine present staffing, existing work loads, and to take a look into the future.

Staffing:

The government publications depository division of the Wyoming State Library has a full-time staff of four: one professional, one paraprofessional, and two library technicians. None of these staff members has responsibilities in other areas of the library.

Workloads:

The duties of the professional in the division include general administration of the division, acting as liaison as the head of the federal regional depository between the seven selective federal depository libraries in Wyoming and the U.S. Government Printing Office, answering the reference questions (including some legal reference) which come into the division, and other duties specifically assigned by the State Librarian.

The paraprofessional assumes the responsibilities of the division head (including reference) in his absence, coordinates the processing system, and processes and shelf-lists federal materials as they come in.

The technicians are responsible for processing and shelf-listing the federal material. In addition, one technician is responsible for typing the division's correspondence, and also has the duty of shelving the state publications. The other technician is responsible for shelving and stack maintenance.

The volume of Federal materials is enormous, and shows no signs of abating. The division processes 35 - 40 shipments (average 18 - 20 items) each week. Totals of Federal materials received and processed for the first four months this year are:

January,	111 shipments,	1,996 publications
February,	144 shipments,	2,604 publications
March,	151 shipments,	2,639 publications
April,	159 shipments,	3,285 publications

Last year (July 1, 1977 - June 30, 1978) the staff processed, shelf-listed and shelved over 26,000 separate publications, including microfiche (which are also included in the above monthly figures).

Processing procedures have been cut to a minimum while still meeting GPO guide lines, and providing a shelf-list for a record of materials received. The workload is further compounded by an acute lack of space for the collection. A large part of the technician/page's time is spent shifting materials in order to have space to shelve the new materials.

The Future:

In a conversation with Martha Lawlor, Documents Librarian at the University of Wyoming, Jim Livsey, Director of the Library and Statutory Distribution Division of the Government Printing Office, indicated that the increases in the volume of hard copy materials sent as depository items should soon level off (which at present rates would probably total about 30,000 items per year-JBF), with microfiche increasing by at least 25% per year. These figures would indicate that this division will be processing 35,000 total items this year (October 1 - September 30), including 10,000 microfiche, 40 to 45,000 items (15,000 microfiche) next year, and 45 to 50,000 items (20,000 microfiche) the year after that.

The reference workload is also steadily increasing, due to a rapidly growing population, the size of State government, and an increased awareness of the federal depository programs. Over 3,000 reference questions were handled by this division during the last fiscal year (1977 - 78).

Recommendations:

In light of the staffing necessary to implement and continue a state publications program, and the level of present staffing with existing workloads and forecast workloads, I cannot recommend implementation of a state publications program, even at a minimal level. In fact, additional staff (technician level) will be necessary to handle the federal depository program alone.

If a state publications program is to be implemented, I would recommend the addition of one professional librarian, and at least a 1/2 time technician as support staff.

The addition of a professional librarian to this division would help in several ways. First, as a back-up to the division head, especially in reference, the professional would free up the paraprofessional so she could spend more time in the processing areas.

Also, this professional could provide liaison between the State Library and various State agencies. And finally, there would be the potential manpower available to develop a State-wide depository system for state publications.

The other 1/2 time of the support technician could be easily used by the federal processing section.

ACKNOWLEDGEMENTS:

I thank the Western Council of State Libraries for making this trip possible through their Continuing Education Staff Exchange Program. A special thanks is expressed to Mrs. Ernestine Gilliland, the Kansas State Librarian, and the entire Kansas State Library Staff for their warm welcome and continued hospitality. Bruce Flanders, Betty Kasey, Marc Galbraith and Curtis Hufteling were most patient in explaining the intricacies of their system to me. Thanks also to Ron Haselhuhn who made two special trips to Topeka from Emporia to provide background and answer questions and who later served as host for our visit to Emporia State University. And finally, thanks to my Wyoming State Library colleagues, and especially my staff who, as usual, filled in most capably while I was gone.